CITY OF BIRMINGHAM PROTOCOL FOR IDENTIFYING CRITICAL INFRASTRUCTURE PERSONNEL AND PROTOCOL FOR HANDLING POTENTIAL COVID-19 EXPOSURE TO CITY EMPLOYEES

IDENTIFYING CRITICAL INFRASTRUCTURE PERSONNEL

In evaluating whether City of Birmingham employees hold critical infrastructure positions, the City of Birmingham will follow the U.S. Department of Homeland Security's Guidance on the Essential Critical Infrastructure Workforce from March 19, 2020. The national government created this guide to help state and local officials "protect their communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security." The guide is to assist all segments of government to identify critical operations while taking into consideration the Centers for Disease Control's modified guidance to protect workers and citizens as it relates to dealing with the threat of COVID-19.

The City has carefully considered its operations and local needs to determine what is critical, based on the guidance provided by Homeland Security. The following categories of employees have been identified as being critical to the infrastructure of the City. The list of employees is identified by category as defined in the Homeland Security guide and may not correspond to the departments in which the City's employees are assigned. The list of employee groups is subject to change as additional services are identified as critical.

1) Law Enforcement, Public Safety, First Responders and Municipal Courts
    a) Emergency management employees
    b) Fire, including EMTs
    c) Police
    d) Jail employees
    e) 911 and 311 call center employees
    f) Hazardous material responders
    g) Frontline employees providing support to law enforcement public safety and first responders
    h) Managers providing support to law enforcement public safety and first responders

2) Water and Waste Water
    a) Operational staff at water authorities, including storm water
    b) Workers repairing and maintaining water and waste water sewers
    c) Frontline employees providing support to water and wastewater employees
    d) Managers providing support to water and wastewater employees

3) Transportation and Logistics
    a) Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians
    b) Truck drivers who haul hazardous and waste materials
    c) Automotive repair and maintenance facilities
    d) Frontline employees providing support to transportation and logistics employees
    e) Managers providing support to transportation and logistics employees

4) Public Works

a) Workers who provide support for the operation, inspection and maintenance of essential facilities and operations including bridges, roads, real property, parks, sidewalks and other critical operations
b) Fleet maintenance personnel
c) Traffic signal maintenance personnel
d) Workers such as plumbers, electricians and other service providers who are necessary to maintain the safety, sanitation and essential operations of residences
e) Workers who support road and line clearing to ensure the availability of needed facilities, transportation and communications
f) Workers who support the effective removal, storage and disposal of residential and commercial solid and hazardous waste
g) Frontline employees who support public works employees and operations
h) Managers who support public works employees and operations

5) Communications and Information Technology
a) Employees who support the installation, maintenance and repair of communication and information technology for service provided by the City
b) Employees who support the operation of communications systems and information technology used for critical infrastructure activities including law enforcement and public safety

6) Other Community-Based Government Operations and Essential Functions
a) Employees, such as building maintenance workers, laborers and security to maintain building functions and the security of City facilities
b) Employees who support the operations necessary to maintain other community critical functions, such as permits, licensing and inspections

7) Internal Support Financial Services
a) Financial service employees needed to process and maintain financial transactions and services, including purchasing, payroll, licensing and tax collection
b) Human resources employees necessary to provide safety, risk management, benefits, payroll and other critical employee services
c) Legal counsel and support employees necessary to provide advice and guidance on contractual, regulatory and other matters relating to the operations of City services

DEPARTMENT PROTOCOL FOR IDENTIFYING CRITICAL PERSONNEL

Each City department director is responsible for identifying critical personnel to maintain the critical city infrastructure functions identified above. The department director should:

1) Determine which functions are critical or essential functions within the department;
2) Determine which critical functions can be performed through tele-work;
3) If the work cannot be performed through tele-work, the director should:
   a) Determine the minimum staffing level necessary to perform the critical functions
   b) Identify a plan to maximize social distancing to perform the critical functions
   c) Identify a strategy to maintain the minimum staffing requirements while maintaining fairness in the distribution of tele-work and on-site work while maximizing departmental operations

CITY PROTOCOL FOR HANDLING POTENTIAL COVID-19 EXPOSURE FOR CITY EMPLOYEES AT A CITY FACILITY

Pursuant to the CDC, personnel in critical infrastructure positions may continue to work following close contact with a confirmed case of coronavirus, provided the employee remains asymptomatic. Asymptomatic means the employee has none of the symptoms associated with COVID-19.   These symptoms of COVID-19 are cough, fever, tiredness and difficulty breathing.   The following steps should be taken by the employee who believes they have been in contact with a confirmed case of COVID-19.

1) The employee must notify the supervisor immediately.
2) The supervisor should:
   a) Notify the employee's department director immediately
   b) Remove personnel from the area where the exposed employee works
   c) Identify alternative temporary work space for the co-workers of the exposed employee
3) The department director should:
   a) Notify HR immediately
   b) Ensure the supervisor has taken the steps identified above
   c) Assist in identifying alternative temporary work space until a deep cleaning has occurred. This evaluation should include a re-evaluation of the current staffing structure.
4) HR will:
   a) Contact Department of Public Works about performing a deep sanitation of the employee's work area
   b) Notify the department director when employees can return to the work space
   c) Notify other employees of the potential exposure without disclosing the employee's name
   d) Reinforce the City's guidelines relating to social distancing and hygiene
   e) Explain the City protocol relating to critical personnel's potential exposure to COVID-19
   f) Explain the CDC does not recommend testing, symptom monitoring or special management for people exposed to asymptomatic people with potential exposures. Specifically, the CDC does not recommend any special treatment for individuals because of secondary contact (e.g. contact with someone who has had contact with someone who has tested positive for COVID-19)
   g) Monitor the employee for signs of COVID-19 by checking in with the employee each work day to verify the employee remains asymptomatic
5) DPW will coordinate the deep cleaning and sanitization of the work area
6) The employee who believes they may have been an exposed to COVID-19 should:
   a) Maintain a 6-foot social distance between themselves and co-workers
   b) Wash or sanitize their hands every 30 minutes and avoid touching their face
   c) Avoid unnecessary contact with general office equipment that co-workers use
   d) Self-monitor for symptoms of the coronavirus
   e) Monitor the employee's temperature every day before the employee's shift starts