



Where Friendships Last Forever

# **Resumption of Non-Essential Services and Facility Opening Plan**

**June 3, 2020**

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## Introduction

The City of Swartz Creek is taking measures to protect the public and staff as the State of Michigan, currently under a state of emergency, mitigates the spread of COVID-19 virus. The situation is dynamic, and these measures may change rapidly. This update includes the lifting of the general Stay Home, Stay Safe order.

This document constitutes the city's plan for reopening facilities and engaging in non-essential services as it relates to COVID 19 best practices and guidance. The protocols within establish expectations for staff, customers, contractors, and the general public as it relates to city services and facilities. The framework and standards are largely derived from CDC guidance and the State of Michigan Gubernatorial Executive order 2020-91.

This document does not replace or negate any of the provisions in the city's Employee Handbook, which applies to officials and employees alike. Where a conflict between the best practices in this document conflict with established policy, applicable regulations (e.g. OSHA, CDC, or local), the most stringent shall apply. Formal supplements and additional guidance, in written or verbal form, are expected from time to time.

The intention of returning to work is to provide for essential and non-essential services in a manner that can most effectively and practically mitigate the impact of the COVID 19 virus on our workforce, officials, and the public. Input from the city's customers, elected/appointed officials, staff, regulatory agencies, and labor representatives is encouraged and will be taken seriously as the situation continues to evolve. Any unsafe conditions or recommendations for policy consideration are to be reported to the City Manager at 810.287.2147 or [azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

Note that flexibility and caution are still themes of operations in Michigan. As such, the limitation of interactions, gatherings, and travel are encouraged. Systems for employees that enable such caution remain in focus. The city's position is that all payments and correspondence from our customers and business partners be made electronically. We also encourage bill payments using U.S. Mail, the Drop-box (located in the city office parking lot by the south west side of the building), or online <https://bsaonline.com/?uid=2016>

The city's online information and permitting services are also extensive and available for use <https://bsaonline.com/?uid=2016>

Emergency, School, Veteran, and Senior Services are provided by other parties. Please consult their respective websites or use the contact information below.

Swartz Creek Area Fire Department: 810.635.2300  
Swartz Creek Community Schools: 810.591.2300  
Swartz Creek Area Senior Center: 810.635.4122  
Genesee County Department of Veterans Services: 810.257.3068

Please continue to visit the city Facebook page and website for updates. Additional information from the state can be found at the following website: <https://www.michigan.gov/Coronavirus>

## Opening Expectations

The safe opening of public access to city facilities includes the following elements:

### A. Assuring Social Distancing by Reducing the Density of Occupants On-Site

The City must reduce the number of employees and visitors present within the publicly accessible and work areas of city facilities to ensure that the recommended six foot social distancing space is observed at all times.

This objective can be achieved by:

1. Reducing occupancy load (employees and visitors) within each city facility.
2. Staggering start times for DPW employees.
3. Development of a plan to control the number and spacing of visitors to the municipal building.

With these objectives in mind, staff created two 'shifts' of office staff that will generally work on alternate days. The reduction in overall capacity is mitigated by dividing the day into in-house administration duties and customer service duties. The result is an office environment at half capacity with limited public availability.

Staff maintains a detailed personnel plan which reduced the number of employees on-site daily using the following means:

- Allowing those capable to work remotely from home;
- Dividing the available workforce needed for on-site duties into groups that include one supervisor and one administrative assistance that will generally work an alternating schedule (Ex: one day on / one day off). To the extent possible, employees who are capable of working remotely will do so on their off day or when not engaged in customer service;
- Adjusting hours of operation to reduce the need for personnel to cover for downtime, such as breaks and lunch periods.

The resulting schedule is presented at Exhibit A.

In addition, staff developed protocols for limiting the number and flow of visitors into the municipal building to two (2) for general counter service. They will also adhere to spacing in accordance with aisle delineators and floor markings. Access to the service counter will be limited to one station, which shall have a synthetic barrier in place.

### B. Protecting the Health of Employees

While preservation of social distancing within city facilities is critical, protecting the health of all city employees requires that additional best practices and protocols be instituted. The following outreach, physical improvements, and

protocols will be implemented at all city facilities and integrated into policies developed for city operations that occur offsite:

1. Employee Education – Employees will receive direct communications on how to protect themselves and others in the workplace from the potential for transmission of COVID-19. Please see attached brochure at Exhibit B.
2. Policies for Off-Site Work – Employees who provide public services outside of city facilities are subject to detailed policies to protect their health and observe best practices while in the field. Please see attached policies at Exhibit A.
3. Health Monitoring – Every city employee (or official) reporting for work will complete a health screening that includes a health assessment questionnaire and temperature check. Employees with an elevated temperature are directed to notify their supervisor and will not be allowed to enter the work area.
4. Personal Protective Equipment – Employees will be provided with personal protective equipment, including gloves, masks, and face shields, as appropriate to their job activities. A mask or face shield must be worn, if the employee is able to medically tolerate a face covering, whenever an employee enters, moves around, and exits a city facility and whenever dealing with a member of the public or where social distancing of six feet is not possible. Masks are optional when sitting at a desk or workstation, only. Gloves are available and use is mandatory if exchanging money, documents, or articles with a member of the public.
5. Barriers – Plexiglass and sneeze guards are being installed at the city office service counters as a physical barrier to the person-to-person transmission of COVID-19.
6. Hand Sanitizer Stations – City facilities will be outfitted with hand sanitizer stations for use by employee and visitors.
7. Enhanced Cleaning/Disinfecting of Facilities – In addition to the scheduled, routine cleaning, staff will be conducting periodic wipe downs within facilities throughout the workday and completing a deep cleaning of the municipal office prior to the start of each workweek. The City is prepared to have areas where there has been contact involving an individual known to be COVID-19 positive disinfected by a service provider that specializes in this level of cleaning.
8. Ambient Air Quality – The HVAC filters used at all facilities will be upgraded to the highest attainable standard based on current HVAC capacities consistent with best practices recommended by the “MI Safe Start” plan.
9. Cleaning/Disinfecting of Tools and Equipment - Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Disinfecting wipes and other disinfecting products will be supplied to employees for this purpose.
10. Signage – To ensure there is proper observance of protocols in place for the

safety of employees and users, signage will be placed on the exterior and interior of City facilities. Please see Exhibit C for copies of signage.

11. Visitors – For the protection of employees, all visitors are requested to wear a mask while inside a city facility if they are able to medically tolerate a face covering.
12. Break Rooms - Break Rooms, vaults, and similar locations shall be single occupancy only.
13. Offices - Offices shall be limited to exclusive use by the office employee.
14. Hallways – Hallways shall be designated as one-way within the municipal building.
15. Entry Points - Municipal office employees shall use the west side employee entrance only; visitors must use the main entrance only; DPW employees shall use the main entrance at the DPW facility; DPW visitors are not permitted in the DPW buildings unless an emergency or essential function must be performed
16. Waste Bins – All PPE refuse shall be deposited in the following locations:
  - a. Visitors to the Municipal Building (Atrium Exit)
  - b. Employees of the Municipal Building (Break Room)
  - c. Employees and Visitors of the DPW (Main Entrance)
17. Travel – Business travel is limited to essential only
18. Water Fountains – All water fountains that the city maintains shall be off
19. Employee Suspected or Confirmed as a COVID-19 Case
  - a. An employee will be considered to have a Suspected Case of COVID-19 if:
    - (i) The employee is experiencing any of the following COVID-19 symptoms: fever, shortness of breath, and/or continuous cough; or
    - (ii) The employee is experiencing at least two of the following COVID-19 symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or loss of taste or smell.
    - (iii) An immediate family member or a person who the employee is residing with has tested positive for or exhibited symptoms of COVID-19; or,
    - (iv) In the last fourteen (14) days, the employee has been exposed to a person who has tested positive for COVID-19.

An employee suspected as a COVID-19 Case is required to:

- (i) Immediately notify the employee's direct supervisor
- (ii) Self-quarantine for fourteen (14) days;
- (iii) Seek immediate medical evaluation and care.

If an employee qualifies as a suspected COVID-19 case, the City will:

- (i) Notify all employees who may have come into close contact (defined as being within six feet for a prolonged period of time without personal protection equipment) with the employee in the past fourteen (14) days; and,

- (ii) Ensure that the employee's work area is thoroughly disinfected.
- b. An employee will be considered to have a Confirmed Case of COVID-19 if the employee has been working on-site in the past fourteen (14) days and tested positive for COVID-19.

An employee suspected as a COVID-19 Case is required to:

- (i) Immediately notify the employee's direct supervisor; and,
- (ii) Remain off work until cleared to return in accordance with the requirements of this plan.

If an employee qualifies as a Confirmed COVID-19 case, the city will:

- (i) Notify all employees who may have come into close contact (defined as being within six feet for a prolonged period of time without personal protection equipment) with the employee in the past fourteen (14) days;
- (ii) Ensure that the employee's work area is thoroughly disinfected.
- (iii) If necessary, close the work area until all necessary disinfecting is completed; and,
- (iv) Communicate with employees about the presence of a confirmed COVID- 19 case and the disinfecting plan, including when the work area will be available.

20. Employee Return to Work – An employee who is suspected or confirmed as a COVID-19 case is prohibited from returning to work until:
- a. In the case of a suspected case of COVID-19, the employee will be permitted to return to work if:
    - (i) Fourteen (14) days have lapsed since the employee was quarantined; or,
    - (ii) The employee has had no fever for at least 72 hours (i.e. 3 full days of no fever without the use of medicine that reduces fevers), other symptoms have improved, and at least 7 days have passed since symptoms first appeared; or,
    - (iii) The employee receives a negative COVID-19 test.The city reserves the right to require a COVID-19 test as a condition of return to work.
  - b. In the case of a confirmed case of COVID-19, the employee will be permitted to return to work if the employee no longer has a fever (without the use of medicine that reduces fevers), other symptoms have improved, and the employee tests negative on two COVID-19 tests administered 24 hours apart following CDC guidelines.

## Opening Schedule

The tentative schedule for opening city facilities is as follows:

### A. Paul D. Bueche Municipal Building

**June 8 – City Hall will open to the public per the schedule below:**

Monday: 8:00 a.m. – 10:00 (Sensitive population access)

Monday: 10:00 a.m. – 12:00 p.m.

Tuesday: 12:00 p.m. – 4:30 p.m.

Wednesday: 8:00 a.m. – 12:00 p.m.

Thursday: 12:00 p.m. – 4:30 p.m.

Employees will work on-site for extended periods to accommodate opening and closing of public access, as well as to complete other tasks in accordance with the personnel plans developed by the Treasurer.

Note that assessing, building services, police, and fire services are provided by third parties. Officials performing those services shall follow the guidance of their employers. Officials performing those service within a city facility shall adhere to these protocols.

### B. Parks & Recreation Facilities

The city shall open park facilities with restrictions. All pavilions, playscapes, and similar enclosures shall be signed to indicate that social distancing is required. Restroom sanitation shall be done daily.

Note that the Library, Senior Center, and Pajtas Amphitheater are operated by third parties. Park amenities will tentatively open for use based on the following schedule:

Current - (social distancing required)

- Passive recreation (open areas) at all city parks
- Trails, excluding exercise equipment
- Elms Park Dog Park

June 12 - Phase I Opening of the following (social distancing required)

- Sand Volleyball Court
- Tennis Courts (restored to full court capacity)

- Park Pavilions
- Playscapes and swings
- Restrooms

## **Exhibit A**

### **Departmental Personnel Plans**

#### All City Officials and Employees

- Do not report to work while you are experiencing illness symptoms noted by the CDC, including fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, and/or loss of taste or smell. Contact your direct supervisor if you are experiencing these symptoms. If symptoms emerge after reporting for work, notify your supervisor immediately and take precautions to isolate yourself from co-workers and others on the job site.
- Notify your direct supervisor if you are undergoing or awaiting results for testing of COVID-19.
- If you are experiencing COVID-19 symptoms, seek medical treatment immediately.
- All CDC, State of Michigan, and City of Swartz Creek guidelines will be observed if you test positive for COVID-19. Please refer to the attached documentation outlining benefits available under the Families First Coronavirus Response Act. Your return to work will be coordinated by the city using CDC, State of Michigan, and city guidelines.
- If you sneeze or cough, do so into a napkin or tissue, if available, or your elbow. Napkins or tissues should be properly disposed of immediately.
- Upon entering any city facility from outside, immediately wash your hands with soap and water for a minimum of 20 seconds before beginning any office activity/directive. If soap and water is not readily available, alcohol-based hand sanitizer that contains at least 60-95% alcohol is encouraged as an alternative.
- At the start of every shift, personnel are to take and record their temperature and complete and forward the health questionnaire to your immediate supervisor
- Personnel shall wear a protective mask when moving throughout a city facility or communicating with any member of the public at any city facility. The protective mask can be removed when working at a desk or workstation.
- Social distancing of not less than six (6) feet must always be maintained within any City facility. Hand-shaking and other social contact greeting within six feet are prohibited.
- Sharing of general office supplies/equipment is prohibited. The only exceptions are those supplies/equipment that are shared by all personnel which are sanitized regularly by facilities maintenance (i.e. office printers).
- Visitors/non-city employees are not permitted to enter the DPW unless approved by a supervisor. An authorized visitor/non-city employee must always wear a mask while in the DPW.
- Employees must regularly sanitize work areas and workstations before and after use. Sanitizing agents/products will be provided by the city. It is the employee's

responsibility to notify direct supervisor if additional sanitizing agents/products are needed at any time.

### Municipal Building Staff

The municipal building staff will maintain a schedule where at most 50% of the staff will report to work at any time under normal circumstances. All full-time employees will be working at home on the days that they are not in the office. Employees in this division include:

Adam Zettel  
Deanna Korth  
Connie Olger  
Susan Arvoy  
Jody Key

All municipal office employees will follow the city guidelines regarding interaction with residents and employees:

- All employees will check-in daily, take their temperature and fill out the required health form (Exhibit B)
- City-provided masks will be worn at any time an employee leaves his or her desk, especially when interacting with residents
- Employees will be instructed to sanitize their desk areas each day when arriving and when leaving for the day
- Gloves will be provided for use when interacting with residents

### Payment, Applications, and Related Communication Acceptance

- In-person payments, voter forms, various applications, and other communications will be accepted using the protocols for residential entry into city hall
- A drop box will be available inside city hall at the main entrance and in the parking lot near the employee entrance.
- Signs will be posted to direct residents accordingly.
- Residents who come to city hall for payments and other deposits will be encouraged to use one of the drop boxes
- On-line options for payments and various applications will also be publicized and encouraged

### Assessing

- The assessor will work remotely until further notice

### Finance

- Office employees will continue to process payroll and accounts payable both from

home and from the municipal building

**Building Services**

- Building services are provided remotely/online. Mundy Township staff perform intake and inspections via interlocal agreement

**Clerk Services**

- Mail will be opened and scanned/delivered daily
- Absentee ballot processing will begin in June
- Protocols for election workers employed for onsite voting are incomplete
- Meetings shall continue to be conducted via Zoom
- Minutes, FOIA requests, and related reporting shall be completed remotely or as needed within the workplace

**Municipal Office Work Schedule\***

	Mon 6/1/2020	Tues 6/2/2020	Wed 6/3/2020	Thur** 6/4/2020	Fri 6/5/2020
Connie		x	x		at home
Deanna	x			x	at home
Jody	x	x			at home
Susan			x	x	at home

	Mon** 6/8/2020	Tues 6/9/2020	Wed 6/10/2020	Thur 6/11/2020	Fri 6/12/2020
Connie	x		x		at home
Deanna		x		x	at home
Jody		x	x		at home
Susan	x			x	at home

Pay End

\*Mr. Harris and Mr. Zettel shall maintain office and field hours as-needed. The contract assessor is scheduled to work remotely. Contractors shall access the city offices by appointment only.

\*\* This two week schedule shall continue to cycle based upon the standard payroll and accounts payable activities.

\*\*\*Mrs. Olger, Mrs. Korth, Mr. Harris, and Mr. Zettel are all designated supervisors of COVID 19 protocols.

**Department of Public Works Staff**

The following elements are proposed to ensure the safety of employees. The Department of Public Works generally operates in open air public spaces throughout the city, enabling

proper social distancing measures to be followed in the field. However, some circumstances require cooperative tasks or indoor activities within city and private facilities.

#### General provisions

- Employees shall NOT report to the DPW for the beginning of their shift unless directed to by a supervisor (they shall mobilize directly from their residence)
- Employees shall be assigned an exclusive city vehicle
- Remote assignments will be distributed by a supervisor, if available
- Arrival, break, lunch, and departure gatherings in at the DPW will be suspended.
- Work orders will be sent to employees via email or text.
- Staff will be encouraged to take lunch on the jobsite or home
- Employees will be provided with the appropriate PPE by the city including but not limited to gloves, mask, face-shield (pending), etc.
- Hand sanitizing stations will available at the DPW and made available for vehicle use
- The DPW breakroom, office, and bathroom shall be single occupancy

#### Departmental City Vehicle Policy

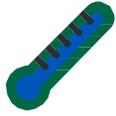
- All assigned city vehicles are to be used exclusively by the assigned employee, unless otherwise directed by a supervisor.
- Vehicles should not be shared unless requested so by a supervisor
- Employees shall sanitize their vehicles at the end of each shift, including door handles, steering wheels, keys, gear levers, grab handles, surrounding hard surfaces, and commonly touched surfaces.
- Sanitizing agents/products will be provided by the city
- Employees shall notify their supervisor if additional sanitizing agents/products are needed prior to depletion of such agents/products

#### Field Operations

- Reporting to the DPW is only required if field materials, field equipment, reliable internet connection (pending), office supplies, and or other direction is required to complete a work shift.
- Sanitize all equipment before and after use during a work shift
- Social distancing of not less than six (6) feet must be maintained at all times when at the assigned job site area
- Use of protective masks is mandatory at the assigned job site when social distancing of not less than six (6) feet is not possible. Protective masks and gloves will be provided by the city and it is the employee's responsibility to notify a supervisor if additional items are needed at any time
- All field meetings are to be conducted outside while on-site or at a facility authorized by a supervisor
- Hand-shaking and other contact greetings with contractors/builders or

- their personnel are prohibited at the assigned job site.
- Do not share any personal protection equipment.
  - Social distancing of not less than six (6) feet must be maintained at all times when interacting with the public; Hand-shaking and other contact greetings with any member of the public are prohibited; Notify an approaching member of the public that social distancing of not less than six (6) feet must be maintained; Protective masks are to be worn during any and all face to face interaction with a member of the public
  - Please follow the CDC guidelines for reusable gloves and mask types and observe sanitizing procedures
  - Do not use on-site water coolers or any type of shared on-site water container
  - Do not touch any contractor/builder equipment or tools
  - Do not accept any food or beverage from the contractor/builder or their personnel at any time
  - Dispose of all personal protection equipment properly
  - Use of portable restrooms at assigned job sites is prohibited
  - New “clean” apparel shall be worn daily
  - If employees are uncomfortable with a contractor not practicing CDC guidelines in their vicinity, they shall remove themselves from the situation and contact a supervisor.
  - Utilize technology to limit contact with contractors and the public

**Exhibit B**  
**Best Practice Health Brochure & Daily Health Questionnaire**



## Health Monitoring/Evaluation

If you aren't feeling well before your workday begins or have the following symptoms, **STAY HOME**: Fever, Coughing, Shortness of Breath, Chills, Muscle Pain, Headache, Sore Throat, Loss of Taste or Smell.

Notify your supervisor if you have been exposed to someone who has tested positive for COVID-19 or is exhibiting these symptoms.

If you become ill during your workday, immediately notify your supervisor.

Upon daily arrival at work, you must complete a short health self-assessment and a temperature check. If your temperature exceeds 98.6°, notify your supervisor.

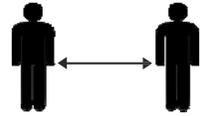


## Personal Protection

You will be provided with a mask appropriate to your job. The mask must be worn whenever you enter, move around, and exit a City facility and whenever dealing with a member of the public or where social distancing of six feet is not possible.

Masks are optional when sitting at your desk or workstation, only.

Gloves are available and use is mandatory if you are exchanging money, documents, or articles with a member of the public.



## Best Practices

Remember to maintain social distancing of at least six feet at all times.

Wash your hands frequently using soap and water for a minimum of twenty seconds. Use hand sanitizer stations as needed.

While on City business, do not allow any passengers when operating a motor vehicle and do not occupy any vehicle as a passenger.

Avoid sharing supplies and equipment with co-workers without sanitizing in between uses.

If your job requires you to work outside of a City facility, please follow all departmental protocols established to accomplish your tasks safely.

# Employee Health Screening Form

Employer Name

Person Completing Form

Date

Screen each employee for symptoms before they start their shift and, as a best practice, after they complete each shift.

- If the person answers affirmative to a combination of two of any of the following, the person should be politely asked to leave immediately and notify their supervisor. 1. Dry Cough 2. Sore Throat 3. Shortness of breath
- **Temperature: 100.4 is automatic “No GO.”** Temperature of 99.2 or higher, but less than 100: have the person begin monitoring their temperature twice a day for a minimum of 7 days to determine if the temperature is going up or down. The person should notify their supervisor.

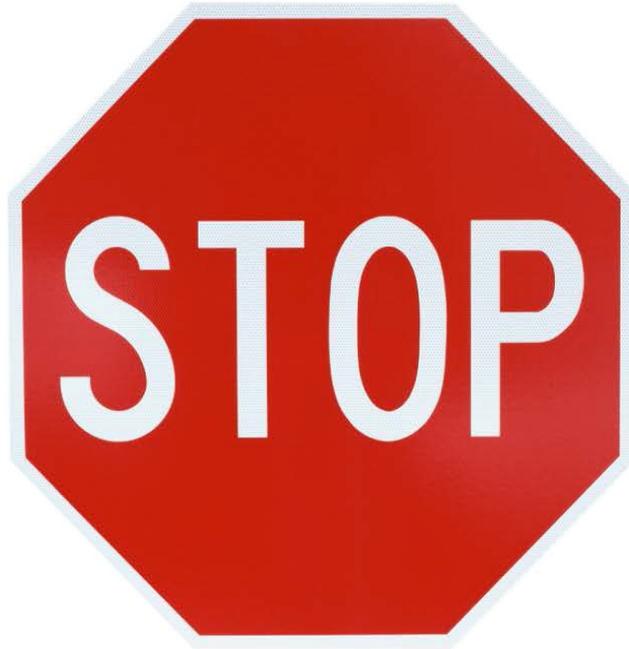
Circle an answer (y=yes, n=no) for each symptom for each employee. If an employee reports any of the symptoms:

1. Send employee home immediately.
2. Increase cleaning in your facility ensure staff are least 6 feet apart from one another.
3. Exclude employee until they are fever-free (without medication) for 72 hours and 7 days have passed since their first symptom.
4. If multiple employees have symptoms, contact your local health department.

**Other symptoms:** chills, muscle aches, headache, sore throat, new smell and taste disorder(s); consider also runny nose, diarrhea, nausea, vomiting.

EMPLOYEE NAME	BEFORE STARTING SHIFT								DESCRIBE OTHER SYMPTOMS
	Fever	Cough	Shortness of breath	Runny Nose	Head or Body Aches	Sore Throat	Nausea, Vomiting or Diarrhea	Loss of taste of smell	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	

## **Exhibit C Signs**



**Do not enter this  
facility if you have a  
cough, fever or  
shortness of breath.**





**Use the drop box in the atrium or in the parking lot (by employee entrance) to make payments, submit applications, or return voter documents.**

**Applications, forms, envelopes, and materials are available on the table to your right.**

**Masks and social distance are required for service!**

**Only two customers are permitted beyond this point!**



**Outdoor gatherings are limited to  
100 persons and require social  
distancing.**

**Please maintain proper hygiene!**

**Help us keep the park clean by placing  
all waste in trash bins and using hand  
sanitizer when using facilities!**

Personnel shall wear a protective mask when moving throughout the facility or communicating with any member of the public. The protective mask can be removed when working at a desk or workstation.

- Social distancing of not less than six (6) feet must always be maintained within the facility.

Please do not  
enter, stand at  
doorway.

Exclusive use by  
the office  
employee.

Employees  
must regularly  
sanitize work  
areas and  
workstations  
before and after  
use.



**SINGLE  
OCCUPANCY  
ONLY**