

Continuity of Services and COVID-19 Action Plan



March 17, 2020

Primary Operational Objectives



- Limit potential exposure from nonessential traffic in and out of City facilities.
- Limit potential exposure from nonessential employee engagement in the field/in the community
- Limit potential exposure from nonessential workplace contact and interactions among employees

City Hall and City Facilities



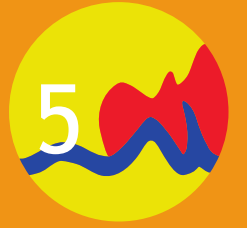
- **Close City buildings to walk-in traffic**
 - Conduct business via e-mail, telephone or 3-1-1
 - Direct customers to online services
 - Includes permit application, payments, service requests
 - Required face-to-face business by appointment only

Public Meetings & Engagement



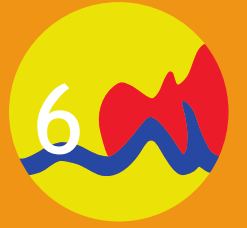
- **Reduced capacity at essential public meetings**
 - 3/16 Executive Order limits total number to 50
- **Nonessential meetings will be canceled or postponed through 4/5**
 - 3/19 Zoning & Appeals, 3/26 Planning Commission, others TBD
- **Consider cancellation of 3/31 Commission meeting**
- **Public Engagement meetings rescheduled after 4/5**
 - Includes Vital Streets, Parks Facilities, Consolidated Plan, Office of Public Safety Accountability

General/Field Operations - NEW



- **Water service shut-offs suspended through 4/30**
 - Services currently in shut-off status will be restored
- **Lounge/bar @ Indian Trails Golf Course closed**
- **Suspend interior inspections of occupied units for Code, Water and lead remediation**
 - Those required for emergency health, safety or welfare will continue
- **Suspend new applications for CDBG contracts for housing rehabilitation and lead remediation**

General/Field Operations - NEW



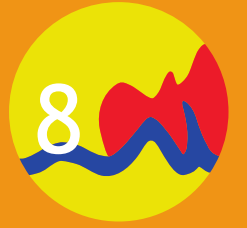
- **Cemetery services limited to max. 50 persons***
 - This was modified from 250 by 3/16 executive order
- **Suspend permitted special events over 50 persons through 4/5**

General/Field Operations - Continuing



- **Moved 3/17 Commission Meeting back to City Hall**
 - Will reschedule date for Commission Night Out
- **Postponed three public hearings**
- **Postponed Police/Fire community meetings on UAVs**
- **Canceled remaining Parks winter session classes**
- **Grand Rapids Public Library facilities closed 3/14**
- **May Mobility suspended through 3/27**
- **DGRI enhanced cleaning/sanitation initiative**
- **Managing Parks reservations based on CDC/state guidance**

Workplace Flexibility



- City staff encouraged to telecommute and/or use accrued leave as work requirements allow
- Allow use of sick time to care for school-aged children affected by local school closures
- Exploring alternatives for virtual public meetings and enhanced digital engagement
- Evaluate how Federal/State orders and legislation may impact operations
 - Currently tracking COVID-related expenses and time
 - Consider emergency purchasing authorities

Discussion

