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
• 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
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