



City of Grand Haven COVID-19 Return to Standard [Internal Use Only]

Working for the City is rarely “Normal,” so this guidance is a return to “Standard.”

We present a three phase framework consistent with federal CDC guidelines for opening up America. We will continue to react accordingly to changes as we learn more, but for now we provide this guidance to employees to give you all an idea of what we expect as of May 1, 2020.

We have successfully endured over 30 days of “Stay Home, Stay Safe” quarantine. Our return to standard plan must: Be consistent with the gating criteria outlined in guidelines from the Centers for Disease Control, Allow flexibility in bringing city employees back to work and moving between phases as dictated by conditions, and provide continued excellent service to the community.

Objectives:

Objectives of the “Return to Standard” plan include:

1. Prevent a resurgence of virus spread.
2. Protect the health of our employees.
3. Maintain essential services to residents while phasing in a return to standard.
4. Address COGH issues that are critical to the upcoming summer season.

General Practices:

- Maintain aggressive sanitizing, physical distancing, hygiene practices, and masks or face coverings where appropriate or tolerated.
- Staff members performing work deemed essential under FEMA guidelines return to or continue to work.
- Employees with compromised immune system or serious underlying health conditions continue to work at home. Wear N95 mask as applicable if returning to work during phase 1 or 2.
- Employees who feel sick-Stay home, report symptoms to Supervisor.

Phase 1 / May 4

- § City Hall and other COGH customer service points remain closed for face to face contact.
- § Department Heads return to office with the option of working at home when practical and productive.
- § Limited department staff returns to work based on work load and plan from Department Head.
- § No in-person meetings, continue video meetings.
- § Break rooms and other common areas closed.



Phase 2 / May 18 or as Dictated by Conditions

- § City Hall and other COGH customer service points re-open with no face to face customer contact. Use lobby phone extensions or barriers between customers and employees.
- § Department Heads return to office.
- § In person meetings of 10 or less resume.
- § Break rooms and common areas re-open with physical distancing.
- § Department staff returns to work based on work load and plan from Department Head.



Phase 3 / May 26 or as Dictated by Conditions

- § City Hall and other COGH customer service points open for face to face customer contact.
- § Normal meeting schedules resume.
- § Break rooms and common areas re-open.
- § Nearly all staff members working without restriction.
- § Standard cleaning practices resume.
- § Employees with compromised immune system or serious underlying health conditions continue to practice physical distancing and aggressive personal work space sanitizing and hygiene.



Human Resources Questions:

Zac may be contacted via cell phone or e-mail during phase 1 and 2. You can reach him at: 1-269-436-0207 or zvanosdol@grandhaven.org

Emergency Sick Leave:

Remains available through December 31 as outlined in previous e-mail from HR (or) Department Head for exempt departments.