City of Sterling Heights

Plan for Re-Opening of City Facilities and Resumption of Non-Essential Services
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I. Introduction

The COVID-19 outbreak has, in the span of less than ninety days, impacted the city of Sterling Heights in unprecedented and insidious ways. By threatening public health in a widespread and lethal manner, overwhelming health care systems’ ability to treat the afflicted, disrupting primary, high school and higher education, and devastating the local, regional, state and national economies, COVID-19 continues to command a response comparable to the threat presented.

At this point in time, there is no vaccine available to protect against infection by COVID-19 and by most conservative estimates, a safe and effective vaccine is eighteen to twenty-four months away under ideal research, testing, and approval protocols. Effective medical treatments for the most severely affected patients are lacking and hospitals remain vulnerable to being overwhelmed by this patient population. Consequently, social distancing is the most effective means to protecting public health at this stage. Federal and state governments have advocated and ordered self-isolation, the most extreme means of social distancing, to quell the spread of COVID-19. In Michigan, Governor Gretchen Whitmer has by executive order implemented “Stay Home, Stay Safe” through at least May 28th, 2020. COVID-19 data compiled through this end date and other factors cited in the recently issued “MI Safe Start” plan will likely dictate whether there will be an extension or a relaxation of the restrictions imposed to date.

The city of Sterling Heights moved aggressively and quickly to protect residents and employees by closing facilities as of March 13. This proactive approach has served the City well as operations were well-prepared for Stay Home, Stay Safe upon its implementation. Most employees have been able to maintain key City services despite having to work remotely from home. The impending challenge for City Administration is how to safely reopen City facilities to the public as soon as May 29th without jeopardizing the health of City personnel and members of the public.

Most public health experts are advocating for the continuation of social distancing as a best practice for preventing the transmission of COVID-19. Many of these experts cite the risk of relaxing social distancing and returning to business as usual. With such a large population that has not been exposed to COVID-19, there is high probability that the virus will rapidly spread and, once again, force the imposition of a Stay Home, Stay Safe order. This risk will remain prevalent until such time as a vaccine is readily available. Accordingly, the City fully anticipates that executive orders permitting re-opening of City facilities and resumption of non-essential services will be conditioned on a plan that provides assurances for social distancing at all times. With so much at stake and with the state mandating social distancing, it is imperative that the city of Sterling Heights develop and implement a plan for safely re-opening City facilities.
II. Re-Opening of City Facilities

To achieve a safe re-opening of City facilities requires a comprehensive approach that 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. Determining the appropriate occupancy load (employees and visitors) within each City facility in compliance with state guidelines.
2. Development of a personnel plan that reduces the occupancy load for employees.
3. Development of a comprehensive plan to control the occupancy load and movement of visitors to City facilities.

With these objectives in mind, City Administration worked with the Building Official and Fire Marshal to establish the occupancy load for each City facility. This occupancy load was translated into the allowable number of occupants under state guidelines developed to ensure adequate social distancing within facilities both greater and less than 50,000 square feet.

City Directors were then tasked with developing 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 (Ex: Group A and Group B) that will 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;
- Adjusting hours of operation to reduce the need for personnel to cover for downtime, such as breaks and lunch periods.

The resulting plans are presented at Exhibit A. In every instance, the plans developed by Directors assure that the number of employees on-site does not exceed allowable state guidelines when combined with the number of allowable visitors.

Due to the high demand for City services, its facilities are susceptible to the type of overcrowding that would quickly overwhelm the limited occupancy load and compromise social distancing. Consequently, Directors were tasked with developing protocols for limiting the number and flow of visitors into City facilities. For City Hall, the resulting plan incorporates efficiency principles from Lean Six Sigma training to control the flow of visitors within City Hall. The City has modified its north entrance to
City Hall to provide for two service counters manned by building attendants who will make sure that visitors do not stack up at interior service counters. Each of the five service counters will service one visitor at a time and overflow will be safely seated in a waiting area with not less than six feet of spacing between seats. During high traffic times of the day, overflow visitors will be provided beepers that will activate when there is availability within City Hall to assist a visitor. The City is also providing public outreach on the extensive array of services that can be completed by businesses and residents on-line. A comprehensive list of services residents can use without ever leaving home can be found at www.sterling-heights.net/athomeservices. Options include everything from paying taxes and bills online to pulling permits and licensing online and even checking out books and movies from the library or getting help with homework over the internet.

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 developed by Directors to protect their health and observe best practices while in the field. Please see attached policies at Exhibit C.

3. Health Monitoring – Every City employee 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 you are exchanging money, documents, or articles with a member of the public.

5. Barriers – Plexiglass and sneeze guards are being installed at all service counters and in confined work areas where social distancing is not achievable as a physical barrier to the person-to-person transmission of COVID-19.

6. Hand Sanitizer Stations – City facilities will be outfitted with multiple wall-mounted and free-standing hand sanitizer stations for use by employee and visitors.
7. Enhanced Cleaning/Disinfecting of Facilities – In addition to the schedule of daily cleaning, the City's contracted janitorial service provider will be conducting periodic wipe downs within facilities throughout the workday and completing a deep cleaning of City facilities every weekend. 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, signage will be placed on the exterior and interior of City facilities. Please see Exhibit D for copies of signage.

11. Visitors – For the protection of employees, all visitors are required to wear a mask while inside a City facility if they are able to medically tolerate a face covering. Gloves will be optional for visitors. A supply of masks and gloves will be available to visitors at the entrance to City facilities.

12. 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 and/or Human Resources;
   (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/or Human Resources; and,
(ii) Remain off work until cleared to return in accordance with the requirements of this plan.

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;
(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.

13. 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.

Return to work rules for police officers and firefighters will be administered in accordance with Center for Disease Control (CDC) guidelines for first responders, as amended.
14. CareHere On-Site Clinic – The City’s on-site medical clinic is available as a resource to all eligible employees and supplied with COVID-19 tests.

III. The Re-Opening Schedule

Subject to Governor Whitmer’s decision on whether to allow non-essential government operations to resume after May 28, the City’s tentative schedule for re-opening City facilities is as follows:

A. City Facilities (Excluding Sterling Heights Public Library and Parks and Recreation Department)

May 29, June 1, and June 2 – City facilities will remain closed to the public while City Staff returns to prepare facilities for a re-opening. Employees will work on-site from 8:30 a.m. to 5:00 p.m. in accordance with the personnel plans developed by Directors.

June 3 and thereafter - City facilities will open to the public between the hours of 9:00 a.m. and 5:00 p.m. Employees will work on-site from 8:30 a.m. to 5:00 p.m. in accordance with the personnel plans developed by Directors.

B. Sterling Heights Public Library

June 1-6 – The Library will remain closed to the public while Library Staff returns to prepare facility for re-opening. Employees will work on-site during regular Library hours in accordance with the personnel plan developed by the Director. Phone service will be available to the public.

June 8 and thereafter – The Sterling Heights Public Library (Library) begins contactless curbside pickup. Patrons will need to place holds on desired items beforehand, either by calling the Library or by signing into their accounts at shpl.net. Once the holds arrive, patrons may drive up to the library and call a special curbside phone number to summon Library who will deliver items to the patron’s car.

June 22 and thereafter – The Library will open to a limited number of patrons for using its computers, copier, and fax/scan station. Patrons can use the technology for up to one hour a day.

C. Parks & Recreation Department

Beginning June 3, the Community Center will be open for business transactions only, with all programs having previously been cancelled through June 30. The Senior Center (August 15) and Nature Center (August 1) will remain closed based on current CDC guidelines, but staff will report to work in preparation for that time. Park amenities and department facilities will tentatively open for use based on the following schedule:
May 22 - Targeted Phase I Opening of the following amenities:
- Canoe and Kayak Launches/Landings
- Restrooms / To be disinfected multiple times daily

May 29 - Targeted Phase II Opening of the following amenities:
- Skate Park
- Pickleball Courts
- Tennis Courts (limits on court capacity)
- Swings (at half capacity) / To be disinfected by fogging twice per week

June 19 - Targeted Phase III Opening of the following amenities:
- Sand Volleyball Courts
- In-Line Hockey Rinks
- Joseph J. Delia, Jr. Major Park Tennis Courts (restored to full court capacity)
- Small Park Pavilions (Dodge Park (3), Chappelle Park, Hampton Park, Rotary Park and Delia Park)

July 10 - Targeted Phase IV Opening of the following amenities:
- Playscapes and swings (at full capacity) / Disinfected by fogging twice per week
- Soccer Fields
- Baseball Fields
- Basketball Courts
- Dog Park (Scheduled for July 7)
- Community Center Limited Programming (Excludes drop-in programming)

August 1 - Targeted Phase V Opening of the following amenities:
- Large Park Pavilions (Dodge Park (2), Farmstead Park, Nelson Park, and Delia Park (2))
- Nature Center
- Community Center Track

August 15 - Targeted Phase VI Opening of the following amenities:
- Senior Center (Limited capacity)
# CITY HALL EMPLOYEE SCHEDULE

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<td>Chris McLeod</td>
<td>H</td>
<td>X</td>
<td>H</td>
<td>H</td>
<td>X</td>
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<tr>
<td>Allison Bitner</td>
<td>X</td>
<td>H</td>
<td>H</td>
<td>X</td>
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<td></td>
</tr>
<tr>
<td>Rene Rosni</td>
<td>H</td>
<td>H</td>
<td>X</td>
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</tbody>
</table>
## CITY HALL EMPLOYEE SCHEDULE

<table>
<thead>
<tr>
<th>Building/Neighborhood Services</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Castor</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>H</td>
<td>X</td>
</tr>
<tr>
<td>Mike Viazanko</td>
<td>H</td>
<td>X</td>
<td>H</td>
<td></td>
<td>X</td>
<td>H</td>
</tr>
<tr>
<td>Frank Bayer</td>
<td>H</td>
<td>X</td>
<td>H</td>
<td></td>
<td>X</td>
<td>H</td>
</tr>
<tr>
<td>Sam Attalla</td>
<td>X</td>
<td></td>
<td>H</td>
<td></td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Rick Thomas</td>
<td>H</td>
<td>X</td>
<td>H</td>
<td></td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Todd Quertermous</td>
<td>H</td>
<td>H</td>
<td>X</td>
<td></td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Bob Earley</td>
<td>H</td>
<td>H</td>
<td>H</td>
<td></td>
<td>X</td>
<td>H</td>
</tr>
<tr>
<td>Jason Rhoades</td>
<td>H</td>
<td>H</td>
<td>H</td>
<td></td>
<td>H</td>
<td>X</td>
</tr>
<tr>
<td>Arewa Hussain</td>
<td>X</td>
<td>H</td>
<td>X</td>
<td></td>
<td>H</td>
<td>X</td>
</tr>
<tr>
<td>Pam Pasternak</td>
<td>X</td>
<td>H</td>
<td>X</td>
<td></td>
<td>H</td>
<td>X</td>
</tr>
<tr>
<td>Laura Glefke</td>
<td>H</td>
<td>X</td>
<td>H</td>
<td></td>
<td>X</td>
<td>H</td>
</tr>
<tr>
<td>Cece Reuter-Lesner</td>
<td>H</td>
<td>X</td>
<td>H</td>
<td></td>
<td>X</td>
<td>H</td>
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</tbody>
</table>

| Engineering                            |        |         |           |          |        |                           |
| Brent Bashaw                           | H      | X       | H         |          | H      | X                         |
| Jing Lin                               | X      |         | H         |          | H      | H                         |
| Andrew Konkle                          | H      | H       | H         |          | X      | H                         |
| Scott Charron                          | H      | H       | X         |          | H      | H                         |
| Krista Smith                           | H      | X       | H         |          | H      | X                         |

| Community Relations                    |        |         |           |          |        |                           |
| Melanie Davis                          | X      | H       | X         |          | H      | X                         | Schedules will flip on alternate weeks |
| Sue Giallambardo                       | X      | H       | X         |          | H      | X                         | Schedules will flip on alternate weeks |
| Marissa Russo                          | H      | X       | H         |          | X      | H                         | Schedules will flip on alternate weeks |
| Dawn Schultz                           | H      | X       | H         |          | X      | H                         | Schedules will flip on alternate weeks |
| Dan Rizek                              | H      | X       | X         |          | H      | X                         |
| Bob Sergott                            | H      | H       | H         |          | H      | H                         | Work from Home |
| Eric Roman                             | X      | X       | X         |          | X      | X                         |
| Diane Rogowski                         | H      | H       | H         |          |        |                           | Work from Home |

13
# CITY HALL EMPLOYEE SCHEDULE

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jared Beaudoin</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gordie Felczak</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chris Griessel</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Todd Macovis</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Amanda Opalewski</td>
<td>X</td>
<td>X</td>
<td>H</td>
<td>X</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td>John Rhoades</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Greg Dziekonski</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ryan Stewart</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL EMPLOYEES @ CITY HALL**

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36</td>
<td>39</td>
<td>36</td>
<td>37</td>
<td>36</td>
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<table>
<thead>
<tr>
<th>Finance (Rose Kidd)</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Makie</td>
<td>H</td>
<td>H</td>
<td>H</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Melissa McMurtry</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>H</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td>Sandy Steele</td>
<td>X</td>
<td>X</td>
<td>H</td>
<td>H</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td>Kim Lagorio</td>
<td>X</td>
<td>H</td>
<td>H</td>
<td></td>
<td></td>
<td>Will alternate Tuesdays w/Carol</td>
</tr>
<tr>
<td>Deb Beger</td>
<td>H</td>
<td>H</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Carol Penszynski</td>
<td>H</td>
<td>X</td>
<td>X</td>
<td>H</td>
<td>H</td>
<td>Will alternate Thurs and Fridays w/Nick</td>
</tr>
<tr>
<td>Lisa Ottenbacher</td>
<td>H</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Code Enforcement</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dana Vietto</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>4 at most per day (included in count)</td>
</tr>
<tr>
<td>Derek Suwalkowski (7-11)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dave Andrews (7-11)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pat Willis (7-11)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom Wixson (7-11)</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Craig Serafino (11-2)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Schmidt (11-2)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Labaere (11-2)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Glazewski (2-5)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horst Hrinciuc (2-5)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Bryant (2-5)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
</tr>
</tbody>
</table>
### CITY HALL EMPLOYEE SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adam LaClair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike McKaskill</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Will mostly be out of the office during</td>
</tr>
<tr>
<td>Jess Schmitter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>summer construction season</td>
</tr>
<tr>
<td>Darryl Laughlin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EMPLOYEES @ ROSE KIDD</strong></td>
<td><strong>7</strong></td>
<td><strong>7</strong></td>
<td><strong>7</strong></td>
<td><strong>7</strong></td>
<td><strong>7</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EMPLOYEES @ WORKING AT HOME</strong></td>
<td><strong>46</strong></td>
<td><strong>43</strong></td>
<td><strong>45</strong></td>
<td><strong>45</strong></td>
<td><strong>45</strong></td>
<td></td>
</tr>
</tbody>
</table>
The Finance Department, which includes Finance, Treasury, Assessing and Purchasing, has developed a schedule where at most 50% of the staff will be at City Hall or Rose Kidd (in the case of the Controller’s Office). All full-time employees will be working at home on the days that they are not in the office.

All Finance Department 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
- 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

**Treasury/Payment Acceptance:**
- In-person payments will be accepted using the protocols for residential entry into city hall as outlined in the main document
- Drop boxes will be available inside city hall at the main entrance, in the circle drive near the Council chambers entrance and we will also temporarily use the absentee ballot box to accept payments. Signs will be posted to direct residents accordingly.
- Residents who come to city hall for payments will be encouraged to use one of the drop boxes
- On-line options for payments will also be publicized and encouraged
- One Treasury Clerk will be available at all times to accept in person payments when necessary

**Treasury/Water Billing:**
- Two Water Billing employees will be in the office at all times to answer resident inquiries
- Two Water Billing employees will be working at home each day and will be available to answer resident inquiries via email or phone

**Assessing:**
- Assessing employees will need to complete field work. Protocols are detailed in a separate memo from the City Assessor

**Finance:**
- Finance employees will continue to process payroll and accounts payable both from home and from Rose Kidd
- At most, 3 Finance employees will be present in Rose Kidd on any given day.

**Purchasing:**
- Purchasing will continue to process all daily work both from home and in the office
- At most, 2 Purchasing employees will be present in City Hall on any given day.
- Bid openings will continue to be conducted electronically with interested participants via conference call.
City Clerk Plan:

I have worked with my team and with the Treasury department to determine the best plan to make sure the office is adequately staffed when we re-open to the public, yet maintain social distancing. The below chart indicates when each employee will be in the office. Care was given to ensure that each sit at least one desk space (more than 6 feet) away from one another and their days in the office alternate from those who sit next to them in the Treasury department.

<table>
<thead>
<tr>
<th></th>
<th>Tammy</th>
<th>Valerie</th>
<th>Carol</th>
<th>Andrea</th>
<th>Judy</th>
<th>Melanie</th>
<th># in office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Tuesday</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Wednesday</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Thursday</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Friday</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

On days they are not in the office, everyone has become quite adept to working remotely and will divide their work up to accommodate this new schedule. This will put three people in the office on any given day. This number can be modified if necessary, based on needs and restrictions.

We will continue to process mail on a daily basis (after a 48 hour hold) and will have to work out the fine details of how one is going to get from our department to the mail machine on the other side of the office without coming within 6 feet of another employee.

There is a question of copier placement. Both copiers in our department face an employee. It will be necessary to either move the machines so they do not face anyone or purchase sneeze guards to place on employee desks.

Also, the August Primary is right around the corner. We will send out absentee ballot applications the beginning of June. Since our new work space is under construction and we will continue to require social distancing, I have confirmed that we will be able to house our AV Office in a seminar room at the Community Center. I continue to work on the details of that project.
Summary: City Development Head Count and general outline for re-opening

City Hall Employee Head Count

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Office</td>
<td>7</td>
<td>8</td>
<td>7</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

Rose Kidd Employee Head Count

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Office</td>
<td>12</td>
<td>14</td>
<td>15</td>
<td>15</td>
<td>10</td>
</tr>
</tbody>
</table>

Engineering/Planning Office/Counter

- The Planning Office will be staffed with one person rotating days and Engineering will staff one or two people, the rest of the Planning and Engineering staff will work remotely. All staff is available remotely if an answer is needed.

- Residents who do come in to speak with Office of Engineering or Planning will be handled at new Engineering Counter (modified with removal of windows along hallway). Clerk in Engineering Office will notify Planner that a customer has requested assistance.

Building/Code Office/Counter

- Two clerical staff in the Building Department daily to process permits, take phone calls, and help counter calls. The Building inspectors will be limited to the office time allotted and work primarily remotely. Dana will work remotely and split time with Laura to have code enforcement counter coverage. Mike and Jason currently share an office and will split time in the office as safe distance cannot be maintained while both in the office.

- Residents who do come in to speak with Office of Building or Code enforcement will be handled at the existing counter. However this counter is only 22” wide and 6’ separation cannot be adhered to. PPE mask and gloves will be strictly enforced for City Employees when talking to public at counter.

Field Staff

- Engineering inspectors will stay out of Rose Kidd as much as possible. There is room for 4 max at one time to be in the room. They will keep their cars there as they do now, but go straight to the job site.

- Code inspectors will alternate in office work and field work to provide 5 days of code coverage while maintaining 6’ separation.

Meetings

- Developer interactions with or without plans will continue with use of Zoom, WebEx, and other teleconferencing tools and refrain from physical meetings to every extent possible.

- All other meetings will be stressed to be handled remotely code complaints, building permit questions, etc.

Cleaning

- Counters shall be cleaned immediately after any customer interaction.
Personnel Plan for Re-Opening

Employee Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Office</td>
<td>Jing</td>
<td>Brent, Krista</td>
<td>Scott</td>
<td>Andrew</td>
<td>Brent, Krista</td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At Home</td>
<td>Brent</td>
<td>Andrew</td>
<td>Brent</td>
<td>Brent</td>
<td>Andrew</td>
</tr>
<tr>
<td>Employee</td>
<td>Scott</td>
<td>Jing</td>
<td>Andrew</td>
<td>Scott</td>
<td>Scott</td>
</tr>
<tr>
<td></td>
<td>Krista</td>
<td>Krista</td>
<td>Jing</td>
<td>Krista</td>
<td>Krista</td>
</tr>
</tbody>
</table>

*Planning in office worker and Krista will share counter responsibilities for planning and engineering. Krista will be in office Tuesday and Friday.*

Office/Counter

We will initially work one person in the Office and the rest of the staff remotely. The rotation will be one day a week for Jing, Scott, and Andrew and two days a week for Krista. Brent will come in when Krista does at least initially and as needed. Engineering will hold a 9:30 daily meeting. Krista will take all of our phone calls, even when working remote.

Residents who do come in to speak with Office of Engineering will be handled at new Engineering Counter (modified with removal of windows along hallway). Clerk in Engineering Office will notify Planner that a customer has requested assistance.

Field Staff

Inspectors will stay out of Rose Kidd as much as possible. They will keep their cars there as they do now, but go straight to the job site.

Meetings

Developer interactions with or without plans will continue with use of Zoom, WebEx, and other teleconferencing tools and refrain from physical meetings to every extent possible.

Digital Submittals

The Office of Engineering will require submittals to be fully digital thereby reducing the need for any in person drop-offs or any paper coming into office that requires physical contact or handling.

Cleaning

Personal workspaces shall be cleaned at least once in the morning (prior to lunch hour) and at least once in the afternoon (after lunch hour).

Engineering/Planning counter shall be cleaned immediately after any customer interaction. Appropriate cleaning materials will need to be supplied by community facilities.

PPE

Office of Engineering employees are to wear masks when out of their Office. The Office of Engineering will need access to masks and gloves for when onsite inspections are necessary.

Office

The door to the Office of Engineering shall remain closed. Handles to the door shall be wiped down after use and anytime personal workspace is cleaned. No one other than Office of Engineering / Planning staff shall be permitted in 201.
Personnel Plan for Re-Opening

Employee Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Office Employee</td>
<td>Allison</td>
<td>Chris</td>
<td>Rene</td>
<td>Allison</td>
<td>Chris</td>
</tr>
<tr>
<td>At Home Employee</td>
<td>Chris</td>
<td>Allison</td>
<td>Chris/Allison</td>
<td>Chris</td>
<td>Allison</td>
</tr>
</tbody>
</table>

Employee A Group (Tuesday, Friday): Chris
Employee B Group: (Monday, Thursday) – Allison
Administrator: (Wednesday) – Rene*

It is anticipated that any paperwork that requires administrative work would be brought to and from Rene's house by Chris for pick up and drop off.

Due to the size and configuration of temporary planning office (202) only one (1) employee is scheduled to be in office at a time. At home employees will be available via phone, email and zoom while working at home.

Counter
There will be no direct counter for the Office of Planning. Residents who do come in to speak with Office of Planning will be handled at new Engineering Counter (modified with removal of windows along hallway).

It is desirable to have an IPAD (or similar) set up at counter to provide virtual contact opportunities for anyone coming to the counter for questions and where an employee may not be physically present. This would also allow for a virtual discussion even if employee is in City Hall to help further ensure social distancing is maintained.

Meetings
All scheduled meetings with developers will continue to be conducted via ZOOM (or other similar program) unless otherwise required by Administration.

Digital Submittals
The Office of Planning will require submittals to be fully digital thereby reducing the need for any in person drop-offs or any paper coming into office that requires physical contact or handling.

I want to get payment digital. Where payment can be taken online. I will have started this communication with Mary and Steve and they along with us are working on it.

Cleaning
Personal workspaces shall be cleaned at least once in the morning (prior to lunch hour) and at least once in the afternoon (after lunch hour).

Engineering/Planning counter shall be cleaned immediately after any customer interaction. Appropriate cleaning materials will need to be supplied by community facilities.

PPE
Office of Planning employees are to wear masks at all time within City Hall. In addition, the Office of Planning will need access to masks and gloves for when onsite inspections are necessary. These inspections will occur without developers present.

Office
The door to the Office of Planning shall remain closed. Handles to the door shall be wiped down after use and anytime personal workspace is cleaned. No one other than Office of Planning staff shall be permitted in 202.
Building Personnel Plan for Re-Opening

Employee Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Office Employee</td>
<td>Jason C.</td>
<td>Mike &amp; Frank</td>
<td>Jason C.</td>
<td>Mike &amp; Frank</td>
<td>Jason C.</td>
</tr>
<tr>
<td>Plan Reviews Remotely</td>
<td>Frank</td>
<td>Frank</td>
<td></td>
<td></td>
<td>Frank</td>
</tr>
<tr>
<td>Inspector working in office</td>
<td>Sam</td>
<td>Rick</td>
<td>Todd</td>
<td>Bob</td>
<td>Jason R.</td>
</tr>
<tr>
<td>In Office Admin</td>
<td>Arewa, Pam</td>
<td>Laura, Cece</td>
<td>Arewa, Pam</td>
<td>Laura, Cece</td>
<td>Arewa, Pam*</td>
</tr>
</tbody>
</table>

*clerical may rotate days to even out, 2 in each day Max.*

Each inspector will have a day in the office to use as needed for plan review or computer entry. This will allow them to get things completed such as commercial plan reviews or pick up any documents they need to continue to work remotely. If they need to come into the office during an off schedule time it has to be approved by the Building Official or Director to assure no one else is in the office at the same time. The dates have been coordinated to maintain that no more than one person in the inspector rooms at the same time. We will be maintaining our weekly Zoom meetings to keep staff up to date to any changes.

**Counter**

If anyone comes to the counter to talk with an inspector they will have to call them on their desk phone number for them to call and speak with them. All desk phones are twinned to their cell phone. If counter is used PPE must be worn.

**Digital Submittals**

The Building Department has implemented a change in plan submittals for permits. Plans to be submitted via email for residential projects while commercial has been done electronically and mail in. Staff does not have computer hook up to do a full review electronically so they will have to review mailed in plans during their office allotted timeframe. Having alternating hours in the office will give them the ability to get plan reviews completed for commercial projects. Residential will continue to be reviewed remotely to reduce office time.

**Cleaning**

Each inspector will be responsible to wipe down their work space to assure its clean when they are done working in the office.

**PPE**

All field inspectors have the required masks, booties, gloves, hand sanitizer and face shields in all their vehicles. They also have been given the recommended protocol for inspections during the Covid 19 Pandemic. All have read it and acknowledged it during a video conference call.
Code Enforcement Plan/Timeline:

**Residential and Commercial properties:**

- Inspections will begin May June 1st. In order to provide residents and property owner’s sufficient time to address any violations, code officers will notify property owners with a shine tag. This would provide a warning of any violations. In addition, a follow up Notice of Violation warning (NOV) may mailed to the resident as well. Regular inspection procedures, including sending properties to the Ordinance Board of Appeals, would then resume after July 1st.

- OBA is tentatively set to return on July 13th

- The Board members will practice social distancing. This can be accomplished by using the community center council set up. If using the Council Chambers at City Hall the board liaison can sit in the clerk box and each Board member can be spaced apart by one seat. Residents will sit in designated areas to observe social distancing.

**Noxious Weed Program:**

- Inspections will begin June 1st. In order to provide residents and property owner’s sufficient time to address any violations, code officers will notify property owners with a shine tag. This would provide a warning of any violations. In addition, a follow up Notice of Violation (NOV) may mailed to the resident as well. Disregard of warning tags and mailed NOV’s may prompt the City to have the abatement contractor service the property. Regular inspection procedures, including scheduling tall grass violations for next day service, would then resume after July 1st.

- Vacant lot lawn cutting: This service would begin right away and lots in excess of 6” will be cut on a rotation by the contractor.

**Temporary Signs:**

- Business owners will be allowed to place temporary signs in compliance with City Managers EEO. This allows temporary signs to be placed for 60 days. Starting August 1st, 2020 all temporary signs will need to be removed.
Community Relations Plan:

Community Relations staff will complete a health evaluation/temperature check each morning. If they are symptomatic or have a fever, it will be reported to city management, and they will be sent home immediately. If they are not feeling well on any given day, they are instructed not to come in. Staff will wear face masks provided by the City when away from their desk, moving throughout City Hall, and/or interacting with the public. Staff will be encouraged to wear gloves when using community equipment and to wash their hands frequently.

Staff will be limited to two members in the SHEL on any given day. This will allow us to observe appropriate social distancing. The SHEL door will remain closed until we receive word from a building monitor that a member of the public requires assistance, at which time a member of Community Relations (wearing mask and gloves) will proceed upstairs to the City Management / Community Relations service counter to greet the person requiring assistance. Only one member of the public at a time will be serviced at this counter.

The following plan for staffing helps make sure at least one community services liaison is in the office every day and at least one communication specialist is in the office every day.

Melanie – A week – MWF in office; B week – T TH in office

Marissa – B week – MWF in office; A week – T Th in office

Sue – A week – MWF in office; B week – T TH in office – If City Hall needs backup support for a “door monitor,” Sue has offered her assistance as a backup. If she is needed, Eric can serve as backup on phones.

Dawn – B week – MWF in office; A week – T Th in office

SHTV – staff will not work together on the same days when at all possible. There is no way to practice sufficient social distancing in the SHTV area.

Dan will plan to be in the office T, W, F as well as “on call” for other projects.

Bob can complete all editing needs remotely and will continue to do so. He will also be “on call” for any video projects requiring taping as well as for any open meetings held in the Community Center that require one staff at the Community Center and one staff back and City Hall to live stream the broadcast.

Eric will be in the office every day, M-F. He will keep the door shut with a note on the door instructing staff with print shop needs to call him or email him. In this way, he will not be exposed to other staff or the public. He will also serve as back up on phones in CR if Sue ends up serving as a door monitor.

Diane’s work Mac is now up and running at her home. She can complete all projects from home and will continue to work remotely.
Information Technology Plan:

The Office of Information Technology has formulated the following plan in anticipation of returning to work. The Office of Information Technology currently consists of four IT employees and three GIS employees. These employees have very limited contact with the public and their main job functions revolve around internal employee technical support. The Office of Information Technology will continue to provide all service and support functions that have been traditionally provided. The main focus for IT is to ensure that the four employees minimize contact so we can maintain operations. IT staff will be assigned an onsite day in the office. The onsite IT employee will coordinate any support issues that can’t be handled remotely. All four IT employees have projects and departmental support responsibilities that may require them to report to the office at any time. IT will have no more than two employees in the office at any time and will maintain social distancing at all times. IT workstations are setup to provide enough space for social distancing to allow any two IT employees to be in the office at the same time. When social distancing is not possible IT will wear PPE gear.

- GIS employees will continue to work from home.
- FT GIS Coordinator Dean Martindale will work from home.
- FT GIS Coordinator Sarah Mitchell will work from home.
- GIS Intern Madison Adams will work from home.
- GIS training and knowledge transfer will be performed over video conference.
- GIS employees will attend meetings via phone or video conference.
- GIS support tickets will continue to flow through the IT help desk.
- IT will continue to perform all normal duties.
- IT Director Steven Deon will work onsite on Thursday.
- IT Systems Analyst Ken Patterson will work onsite Wednesday.
- IT Systems Analyst Stan Danieluk will work onsite Monday.
- IT Specialist Lewis Gardella will work onsite Tuesday.
- IT employees will rotate onsite on Friday.
- Please continue to use the IT helpdesk so all support items can be tracked and completed.
- IT response times will increase on any items that cannot be fixed remotely.
- IT will have at least one employee onsite daily.
- IT employees will attend meetings via phone or video conference.
- IT employees will be required to wear PPE gear when onsite.
- IT employees will limit contact with vendors whenever possible.
- IT employees will limit exposure to other employees whenever possible.

Please feel free to contact me should you have any additional questions.
Facilities Maintenance Plan:

Staff will wear PPE while in any occupied areas, and while working within 6 feet of each other.

Preventative maintenance and spring maintenance is needed on all HVAC equipment, contractors will need assistance and guidance, and support to all buildings will be required to ensure all other departments can function effectively.
As directed, please see the draft plan for opening up Fire Administration. It is important to note that several steps have been taken in Fire Administration and Fire Extinguishment to protect the employees, and those steps will continue, while constantly being reviewed and updated as needed. This document will only address the changes that will be needed in order to bring back our Clerical Staff and allow the public access to the building.

The plan you developed for the City calls for starting with half days and rotating staff, but I do not think those steps are needed in Fire Administration for a couple of reasons. First, with one exception that we are addressing now, all of our employees have work areas that allow for social distancing. We also have typically had a limited amount of traffic from the public prior to COVID-19 and we should not have a problem properly managing re-engaging with the public. Here is the outline of the steps we will take in order to safely bring back operations to as close to normal as possible.

- All employees will engage in medical screenings at the beginning of each day.
- All employees will wear a face covering of some type while in the building.
- Social distancing will be enforced, despite the use of face coverings.
- The entry door to the public will be locked and there will be a sign on the door instructing them to ring the bell and communicate with our staff on the intercom. If their business can be addressed while they remain outside in any way, that is how their situation will be handled.
- Any non-employee that needs to enter the building will be directed into the vestibule just inside the entrance to Fire Administration. Prior to that, they will be asked to don their own face covering. If they do not have one, there will be one provided for them in the vestibule.
- Once they have a face covering in place, they will be directed to liberally apply hand sanitizer on before entering the building through the next door, which will have an electronic lock installed, allowing us to “buzz them in”.
- All deliveries will be left outside or directed to the apparatus bay, which will eliminate the routine visits from the UPS and FedEx employees who frequent many locations prior to coming into our building.
- Proper decon of touch points and key areas will be a routine focus.
- The host of any meetings held in one of our rooms will be responsible to inform attendees that they need to come with their own facemask and that they may be subject to a health screening upon arrival. The host will be responsible for the decontamination of surfaces from the meeting room after the meeting.

With the above steps, I feel that we can bring back our staff for normal hours. We will be flexible with the needs of the Clerical staff to work remotely as needed, while ensuring the work gets properly addressed.
Police Department Plan:

With City Hall planning to open for business when the governor lifts the stay at home orders, the Police Department has been open and will be finalizing plans for increased police services. The Police Department over the last two months has already put in place a robust set of measures in order to keep staff safe and ensure emergency services are not hampered by the Coronavirus. By all accounts steps taken by the Police Department have worked and we have been able to deliver service uninterrupted with very few illnesses. Our plan at the Police Department will remain much the same until there is an effective therapy or vaccine approved for Coronavirus.

Some measures the Police Department has implemented are due to the drastic reduction in police calls for service and motor vehicle accidents since the city declared a state of emergency. There has been a 35% decrease in case reports and an 82% decrease in traffic crashes for the month of April compared to 2019. Compared to March and April of 2019, cases being assigned to detectives saw a 31% decrease and arrests were down by 68%. Because of reduced road patrol runs and traffic crashes we will keep road staffing at minimum levels. We have also blended in our 17 member traffic bureau into our road patrol staffing which allows for even more days off for our first responders. The reduction in number of days an officer must report to work limits their exposure to the public and ensures proper staffing even with some officers becoming ill. This also reduces how many officers are sharing a patrol car and police equipment during their 10-hour shift. All of which reduces the officers chances of contracting the COVID-19 virus and allows us to maintain emergency staffing even with multiple officers off sick.

We have also reduced office density at Rose Kidd Elementary and the Police Department by limiting the number of individuals who report to their assigned office area and have others that are assigned to that area work remotely. Remote access to computers and mobile access to Avaya desk phones has enabled employees to maintain their workload without having to come into the building as often. The Police Records counter would open again to the public when then governor lifts stay at home restrictions. Again, records would have reduced staffing to ensure social distancing requirements and other staff will continue to process paperwork and records requests remotely from their home. We have made changes to service delivery and many records functions can now be accomplished online and records staff has been diligently processing those requests as they come in for the last two months. Records office area will be outfitted with more dividers or Plexiglas because our police front desk has been moved into the records area due to building renovations and they now share the same small public window. We are going to keep records staff at a minimum in order to reduce density because of the 2-3 patrol officers that now work in that same confined area. Additional tables and chairs will be set up in the hallway outside of the records window for people to complete witness
statements and any other paperwork that records requires. We will also install signs reminding people of social distancing requirements. If the number of people waiting in the upstairs hallway becomes too congested, the desk officer will take a phone number and schedule an appointment or take their report over the phone.

We will continue to monitor police runs, arrests and traffic crashes on a daily basis and will ramp up office staff as needed to handle increased workloads over the coming weeks and months. Staffing at Rose Kidd will be 15-20 per day and staffing at the Police Department will be 15-20 per day. This does not include the 10-15 officers that are working the road and not assigned to the building. Health screenings and daily temperature checks have been in place since the outbreak and will continue. Employees have been supplied with face masks and will wear the masks when leaving their work area or having contact with citizens in a public space.

I want to commend our entire staff for handling the major change in work conditions with professionalism and willingness to get the job done under any situation. Since this outbreak has hit our country and state, our officers have performed their duties with unquestionable selflessness. They have protected our residents, arrested criminals and maintained order in our community under very trying times.
To achieve effective mitigation of COVID-19 within the DPW, the following elements are proposed to ensure the safety of our employees. The Department of Public Works, in large, operates in open air public spaces throughout the City that easily allows for social distancing measures to be followed in the field, but due to facility constraints, generalized interior common area and divisional operations will commence as such beginning May 29th, 2020:

The DPW, upon return to work, will operate under the following provisions subject to evaluation every fifteen days, or as often as needed specific to the five divisions of oversight:

- In order to reduce the density of employees within the DPW facility, two on-site M-F shifts will be established on a rotating schedule with staggered start / finish and break times. Per Teamsters CBA Article 22.1 administration can modify start times between 6:00am and 9:00am, DPW will have two shifts:
  - 6:30 am – 3:00 pm
  - 7:00 am – 3:30 pm
- Morning health screens will still continue to check body temperature and possibility of any symptoms.
- In addition to reducing employee volumes those employees who can respond remotely will continue to do so.
- Morning gatherings in divisional areas will be suspended. Moving forward employees will report directly to their work vehicle or workstation (Mechanic). Work orders will be sent to employees via email or text.
- Staff will be encouraged to take lunch on the jobsite (or at home if they are a Sterling Heights resident) to reduce the volume of staff in the building.
- Staff will be given keys to access park bathrooms while on the road to reduce the volume of staff in the building and confined to one restroom.
- Residents will be held to only one entering the building at a time and must be wearing a mask. A plexi-glass screen will be constructed at the front office counter.
- Employees will be provided with the appropriate PPE by their Supervisor including but not limited to gloves, mask, face-shield, etc.
- Hand sanitizing stations will be increased throughout the building.
- One-way ingress and egress will be established into the building and restrooms to minimize person to person contact.
- Recycle Centers will be reduced to one location operating M-W-F-Sa 7:30am – 3:00pm.
  - We will close the 15 Mile site permanently and expand the Clinton River site. A new entrance will be created along the Farmstead Park entrance. This will allow for one ingress and one egress out of the recycling center. DPW will remove the trees and shrubs along the property line and modify the fence to be a lockable gate. P/T employees will be present all day to inspect IDs and materials that residents are dropping off. The site will be closed at 3:00 to ensure no contamination enters the recycling center after hours. Rough opening of revised site is June 1, 2020. See attached map.

The intent of continuing public services without interruption while protecting the health and safety of our employees is at the forefront the DPW’s goals and objectives.
Public Library Plan:

Below is the plan for the Sterling Heights Public Library for the next two months. Depending on the Governor’s recommendation, if the timeline is moved back, we will keep the same plan with an adjusted timeline. The Library is eager to begin to serve our residents again, even with a different service model. We will be flexible and listen to our patrons’ feedback so that we can serve their needs in the best way possible while still keeping staff and patrons safe.

SHPL will have **12 staff in the building** at any one time from June 1 - 6 for regular hours to get items shelved, check items in, rearrange desks, and clean-up work areas due to construction starting when we had closed. We will provide **phone service only**. During this time, we will need Facilities to coordinate installing network lines and moving phones to temporary layout.

SHPL will have **12 staff in the building** at any one time from June 8 - 20 for regular hours and will provide patrons with curbside pickup service and phone service. This new curbside pickup service will require signage from DPW. Patrons will place items on hold online or call the library to place items on hold. When the patron arrives, they will call the number on the sign, give their name, library card number and car model/color. Staff will ask patron to open trunk and staff will put items in a bag into the patron’s trunk.

SHPL will have **12 staff in the building** at any one time from June 22 and thereafter with regular hours. The library will provide curbside pickup service, phone service, and library patrons will be allowed in the building for public computer 1 hour appointments, usage of our scan station and the ability to make photocopies. A staff member will man the door to verify public computer appointments and usage of the scan station and photocopier. Public PCs will have keyboard covers and will be wiped down between each person. Appointments can be made online or via telephone.

**Mondays – Thursdays:** 9:45, 11, 12:15, 1:30, 2:45, 4, 5:15, 6:30, 7:45 (45 appointments/day)
**Fridays:** 1:15, 2:30, 3:45 (15 appointments/day)
**Saturdays:** 9:45, 11, 12:15, 1:30, 2:45 (25 appointments/day)

The library suggests purchasing 20 more wifi hotspots to provide weekly Internet access to patrons since the public PC usage will be limited. We will wait to determine the number needed based on demand of the public PCs.

Visits to Outreach patrons will begin **June 8**. We currently service 6 senior living facilities and 15 homebound individuals. I expect there will be increased demand for this service until a vaccine is found. Consideration should be given to increase staffing for these deliveries.

In August, with construction continuing and the limited size of the library building, the library proposes having all library staff working their regular schedules in the building while still limiting patron access. Again, this is dependent on the Governor’s Executive Order and CDC/Health Department guidelines. A paging system will be used to allow patrons to wait in their vehicles until they are allowed into the building. The Library will promote our curbside service, phone reference, wifi hotspots, and virtual programming to keep staff and patrons safe and discourage in-person visits.
Resources needed:

- 80 masks for library staff from city
- 20 boxes of gloves from city
- 4 gallons hand sanitizer from city
- 20 Clorox wipes containers from city
- 3 thermometers from city
- Sign for curbside pickup from DPW
- 3,000 Plastic bags from 4imprint ($1980)
- 1,000 Keyboard covers from Medicus Health ($780)
- 20 additional wifi hotspots to loan out weekly due to limited public PC access ($29/month = $6,960) – waiting to review demand once public PCs are available
- Paging system – will wait for feedback from city hall system before purchasing for library

**Staffing**

Staff will be working in Circulation and Public Services on an A and B schedule to cover regular open hours Mon-Thu 9:30am-9pm; Fri 1-5pm; Sat 9:30am-5pm:

1st week team A is working Mondays and Tuesdays and team B is working Wednesdays and Thursdays. They will be rotating work on Fridays and Saturdays.

Staff in Administration and Technical Services has a set schedule that will be followed. Four staff members will be rotated and working in this area M – F from 8:30am-5pm.

When staff arrives to the Library, they will have their temperature checked and verify that they are not feeling ill. Anyone that has a fever or is ill will be sent home. Staff will need to wear a mask when working in the building, except when sitting at their desk. Gloves will be worn when handling materials and any shared office equipment. Hand sanitizer will be provided in multiple areas of the building as well as cleaning supplies to wipe down desks and counters.

The new schedule will have 12 library staff working in the building at one time. This does not account for construction workers. Depending on the Governor’s restrictions for square footage, construction workers should be limited to not exceed the maximum number of people allowed in the building, accounting for 12 library staff and 7 patrons. The regular occupancy is 375 people with the current limit of 25%, which would equal 94 occupants. Since the construction work will limit access to some areas of the building, we will review the maximum occupancy numbers as restrictions are lifted. All staff will maintain social distancing when in the building. When not in the office they will be able to work from home for the remainder of their hours.

**STAFF IN BUILDING**

Administration:
- Tammy Turgeon: Mondays and Wednesdays 8:30am-5pm; working at Cooperative Thursdays 8:30-5
- Jason Groth: Mondays 8:30am-5pm, from home the remainder of the week
- Danielle Cox: Tuesdays, Thursdays, Fridays 8:30am-5pm
Technical Services:
Cathy Les: Mondays, Wednesdays, Fridays 8:30am-5pm
Joe Vitale: Tuesdays, Wednesdays, Thursdays 8:30am-5pm
Anne Schultz: Mondays, Thursdays, Fridays 8:30am-5pm
Laurie Zachwieja: Tuesdays, Wednesdays 8:30am-5pm

Public Services:
Karen Stine: Team A schedule
Mike Elgert: Tuesdays, Thursdays, Fridays 8:30am-5pm in Admin area
Debbie Vercellone: Team B schedule
Barb Petrowski: Team B schedule
Tricia White: Team A schedule
Brenda Gauvin: Team A schedule
Brent Efing: Team B schedule
Carolyn Sherrill: Team A schedule
Jennifer Smart: Team A schedule
Stephanie Fair: Team B schedule
Jadwiga Meyer: Team B schedule
Krista Ghazar: Team B schedule
Amanda Itria: Team A schedule
Emily Benoit: Mondays and Tuesdays
Pages: varies, but only 1 page will be working at any one time

Circulation Services:
Loa Foreit: Team A schedule
Gary Johnson: Team B schedule
Betty Derra: Team B schedule
Jessica Leathers: Team A schedule
Diane Spelich: Team A schedule
Kim Schultz: Team A schedule
Luisa Schultz: Team B schedule
Ann Jerzowski: Team B schedule
Pages: each page is on an assigned Team A or B
Parks and Recreation Plan:

As directed, the Parks and Recreation Department has developed a reduced staffing plan to re-open our facilities beginning May 29. Due to the essential nature of our department, a number of the employees have already been working on a day to day basis, and are scheduled to continue working normal shifts. The department will adhere to any and all policies drafted in regards to personal protection equipment and disinfecting work spaces and equipment.

The Department’s plan is to rotate three different staff configurations to minimize potential exposure to COVID-19. Configurations are based on having specific levels of employees on shift daily, while also accounting for the most amount of distancing as possible as it pertains to individual work spaces. Below are the three configurations which also identifies the building that each employee reports to:

**Configuration 1**
- Kyle Langlois (Director)- C.C.
- Matt Sharp (Park Superintendent)- C.C.
- Mark DiSanto (Recreation Superintendent)- C.C.
- Bobbie Wilson (Recreation Supervisor)- C.C.
- Community Center Clerical Staff Member*- C.C.
- Jennifer Rizzo (Recreation Specialist)- S.C.
- Cheryl Kracht (Senior Clerk)- S.C.
- Karen Oddo (Program & Services Assistant)- S.C.
- Brenda Suchenek (Recreation Specialist)- N.C.
- Charlie Waldorf (Park Maintenance Mechanic)- Parks Garage
- Two (2) part time employees at welcome desk and lobby of Community Center, and one at Nature Center upon re-opening.

**Configuration 2**
- Kyle Langlois (Director)- C.C.
- Matt Sharp (Park Superintendent)- C.C.
- Mark DiSanto (Recreation Superintendent)- C.C.
- Kirby Rochester (Recreation Specialist)- C.C.
- Community Center Clerical Staff Member*- C.C.
- Kristen Briggs (Recreation Supervisor)- S.C.
- Cheryl Kracht (Senior Clerk)- S.C.
- Karen Oddo (Program & Services Assistant)- S.C.
- Brenda Suchenek (Recreation Specialist)- N.C.
- Charlie Waldorf (Park Maintenance Mechanic)- Parks Garage
- Two (2) part time employees at welcome desk and lobby of Community Center, and one at Nature Center upon re-opening.
Configuration 3

• Kyle Langlois (Director)- C.C.
• Matt Sharp (Park Superintendent)- C.C.
• Rachel Mulawa (Recreation Supervisor)- C.C.
• Troy Nowotny (Recreation Supervisor)- C.C.
• Community Center Clerical Staff Member*- C.C.
• Kristen Briggs (Recreation Supervisor)- S.C.
• Cheryl Kracht (Senior Clerk)- S.C.
• Bozena Saladiak (Program & Services Assistant)- S.C.
• Brenda Suchenek (Recreation Specialist)- N.C.
• Charlie Waldorf (Park Maintenance Mechanic)- Parks Garage
• Two (2) part time employees at welcome desk and lobby of Community Center, and one at Nature Center upon re-opening.

Staff Notes

• The Community Center Clerical staff will rotate on a schedule, with each staff member working three straight days, then having off six straight days. This will insure that each clerical member will get to work alongside and support the operations of all Superintendents, Supervisors, and Specialists within their three days. At any time during this process, there will only be one clerical staff member in the Community Center office per day.
• Home staff from all buildings will monitor personal and department email and take main line phone calls/messages. Will forward calls to city cell phones or provide staff with desk phones.
• In office staff will communicate via telephone and email whenever possible.

Building/ Vehicle Notes

• Bathrooms will be limited to one set per building until programming starts (see below for schedule).
• Temporary Plexi-glass solution to be installed at Community Center and Senior Center Counters, as well as SMART Vehicles.
• 48 stanchions will be purchased to block off areas of building and help control traffic flow.
• Sound System and Card Tables to be purchased for Community Center to host required meetings with social distancing.

Programming Notes

• Limited programs will be reintroduced at the Community Center beginning July 1
  o Programs will require pre-registration, limited capacity, and identified social distancing areas
  o New programs will be established to work within the new normal parameters
• Pavilions and splash pad to open July 1 pending CDC guidelines
  o Pavilions may be pushed back if needed; splash pad would remain closed for 2020 if July 1 is cancelled.
• Nature Center and Community Center Track open to drop-in August 1
• All other drop-in programs at Community Center begin after Labor Day
• Fall programs will run as normal pending CDC guidelines
• Senior Center and all 50+ programs will remain closed until after Labor Day
  o Transportation will continue to operate and expand slightly to additional appointments and individualized shopping.
  o Appointments and bus driver schedules will be staggered to minimize the number of drivers accessing the office area. An additional office area will be created as well for bus drivers to operate from.
Exhibit B
WE'RE BACK!

HERE'S HOW WE'RE RE-OPENING SAFELY

Now that employees are returning to work, it will take the effort of each of us to make sure we stay safe and healthy. Please make sure you observe the following:

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°F, 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.

For more information, call Human Resources at x2334.
Exhibit C
DATE: May 7, 2020

TO: Assessing Staff

FROM: Marcia D. Magyar-Smith, City Assessor

RE: Assessing Office and Field Work Policies and Guidelines – COVID 19

The purpose of this communication is to establish guidelines for Assessing Department office and field work that aids in preventing exposure to and transmission of COVID-19. Each Assessing Staff employee must read and familiarize themselves with the latest information posted by the Center of Disease Control located at https://www.cdc.gov/coronavirus/2019-ncov/index.html.

**Personal Responsibilities**

- Do not report to work while you are experiencing illness symptoms noted by the CDC, including fever, cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, and/or loss of taste or smell. Contact the Assessor and Human Resources if you are experiencing these symptoms. If symptoms emerge after reporting for work, notify the Assessor and/or the Assessing Coordinator immediately and take precautions to isolate yourself from co-workers and others on a job site.
- Notify the Assessor if you are undergoing or awaiting results for testing of COVID-19.
- If you are experiencing COVID-19 symptoms, seek medical treatment immediately. The CareHere facility is accessible on-line at www.carehere.com (click on “Member Login”) or by calling (877) 423-1330 to schedule an appointment. Note: Currently all local Urgent Care and Hospital facilities will direct you to your employer or personal physician before allowing admittance if COVID-19 is suspected.
- All CDC, State of Michigan, and City of Sterling Heights guidelines will be observed if you test positive for or self-isolate due to COVID-19 symptoms. The contact number for Human Resources is (586) 446-2316.

**Departmental City Vehicle Policy**

- All assigned city vehicles are to be parked at the assigned facility location before and after every day of field work.
- The assigned city vehicle must be sanitized before and after each use. Sanitizing agents/products will be provided to you by the City.
- No passengers are allowed in any assigned city vehicle you are operating, and you are prohibited from occupying any vehicle as a passenger during work hours.
Security Policy and Office Procedures

- At the start of every shift, employees are to take and record their temperature, complete the health questionnaire, and forward it to the Assessor.
- No more than 4 Assessing employees shall be allowed in the assigned work space at City Hall at the same time. Employees shall wear a protective mask when moving throughout any 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 work station only.
- Social distancing of not less than six (6) feet must be maintained at all times within any City facility. Hand-shaking and other social contact greetings 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 copiers/printers/scanners).
- No visitors/non-city employees are permitted within the assigned work space at a City facility. All authorized visitors to the department counters must wear a mask at all times while in any City facility.
- It is recommended that you regularly sanitize work areas and your work station before and after use. Sanitizing agents/products will be provided to you by the City. It is your responsibility to notify your direct supervisor if additional sanitizing agents/products are needed at any time.
- 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 returning to 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.

Job Site Inspections and Field Procedures

- Sanitize all City equipment before and after use during a field-work shift. At the conclusion of your work shift, park the city vehicle at the assigned City facility.
- Social distancing of not less than six (6) feet must be maintained at all times when at the assigned job site area.
- Sharing of equipment/tools at the assigned job site area is prohibited.
- All field meetings are to be conducted outside while on-site or at facilities authorized by your direct supervisor. You are prohibited from entering job site trailers or private contractor/builder offices.
- 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.
- 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 are provided to you by the City and it is your responsibility to notify your direct supervisor if additional items are needed at any time.
• Entering of any occupied private home is prohibited. Assessing verification must be conducted via telephone or email whenever possible. If face-to-face meetings with the public while performing field work is necessary, social distancing of not less than six (6) feet must be maintained at all times, and conducted from outside of the dwelling. Hand-shaking and other contact greetings with any member of the public are prohibited. Please 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 C.D.C. 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 homeowners or 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.

• It is highly recommended to wash all work clothes in hot water with laundry sanitizer.

• If you suspect/observe any person on the assigned job site exhibiting symptoms of COVID-19 or taking actions that increase the risk of transmission of COVID-19, remove yourself from the work area immediately. Contact your direct supervisor for further instruction.

• If you are uncomfortable with any contractor or inspector not practicing CDC guidelines in your vicinity remove yourself from the situation and contact your supervisor.

• Utilize technology to limit contact with contractors. This may include cell phone or tablet/laptop usage.
Date: May 1, 2020

To: Building Department Field Inspectors

From: Michael Viazanko
Michael Viazanko, Building Official

Subject: Inspection Policy and Guidelines Covid-19

The purpose of this communication is to establish guidelines for Building Department field inspectors that aids in preventing exposure to and transmission of COVID-19. Each employee must read and familiarize themselves with the latest information posted by the Center of Disease Control located at https://www.cdc.gov/coronavirus/2019ncov/index.html

**Personal Responsibilities**

- Do not report to work while you are experiencing illness symptoms noted by the CDC, including fever, cough, and shortness of breath, fever, chills, muscle pain, headache, sore throat, and/or loss of taste or smell. Contact your direct supervisor and Human Resources 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 a 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. The CareHere facility is accessible on-line at www.carehere.com (click on “Member Login”) or by calling 877.423.1330 to schedule an appointment. Note: Currently all local Urgent Care and Hospital facilities will direct you to your employer or personal physician before allowing admittance if COVID-19 is suspected. All CDC, State of Michigan, and City of Sterling Heights guidelines will be observed if you test positive for or self-isolate due to COVID-19 symptoms. Please refer to the attached documentation outlining benefits available under the Families First Coronavirus Response Act. Your return to work will be coordinated by Human Resources using CDC, State of Michigan, and City guidelines. The contact number for Human Resources is 586-446-2316.

**Departmental City Vehicle Policy**

- All assigned city vehicles are to be parked at the assigned parking spaces located within the carports after every shift. Overnight parking of an assigned city vehicle at other than a City facility is not permitted under any circumstance.
• The assigned city vehicle must be sanitized before and after use. Sanitizing agents/products will be provided to you by your supervisor. It is your responsibility to notify your supervisor if additional sanitizing agents/products are needed at any time.
• No passengers are allowed in any assigned city vehicle you are operating and you are prohibited from occupying any vehicle as a passenger during work hours.

**Security Policy and Office Procedures**

• At the start of every shift, personnel are to take and record their temperature and forward the health questionnaire to the City Development Director or his designee. You need to retain that record in the event you are asked for a copy.
• Unless authorized by a direct supervisor, all personnel are permitted within any City facility during normal shift hours, only.
• No more than 1 personnel shall be allowed in the assigned work space located within the temporary office arrangements at City Hall at the same time. Personnel shall wear a protective mask when moving throughout any 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 work station.
• Social distancing of not less than six (6) feet must be maintained at all times 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).
• No visitors/non-city employees are permitted within the assigned work space at a City facility unless approved by a direct supervisor. An authorized visitor/non-city employee must wear a mask at all times while in any City facility.
• It is recommended that you regularly sanitize work areas and your work station before and after use. Sanitizing agents/products will be provided to you by the City. It is your responsibility to notify your direct supervisor if additional sanitizing agents/products are needed at any time.
• 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 returning to 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.

**Job Site Inspections and Field Procedures**

• You are to report directly to your assigned job site upon the beginning of your work shift. Inspectors will have to take temperature and complete the questionnaire, they may have to enter the building to perform test then go to the job if they do not have a thermometer. Reporting to a City facility directly is only required if field materials, field equipment, reliable internet connection, office supplies, and or other direction is required to complete your work shift. Sanitize all City equipment before and after use during a work shift. At the conclusion of your work shift, park the assigned city vehicle at the City facility.
• Each inspector has an assigned work day within the office to get caught up on their job duties and responsibilities.
• Social distancing of not less than six (6) feet must be maintained at all times when at the assigned job site area.
• Sharing of equipment/tools at the assigned job site area is prohibited.
• All field meetings are to be conducted outside while on-site or at facility authorized by your direct supervisor. You are prohibited from entering job site trailers or private contractor/builder offices while others are occupying them.
• 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.
• Storage of your facemask shall be done by placing it into a paper bag. Plastic bags promote bacteria growth therefore are not permitted.
• 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 are provided to you by the City and it is your responsibility to notify your direct supervisor if additional items are needed at any time.
• 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. Please 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 C.D.C. 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.
• It is highly recommended to wash all work clothes in hot water with laundry sanitizer.
• If you suspect/observe any person on the assigned job site exhibiting symptoms of COVID-19 or taking actions that increase the risk of transmission of COVID-19, remove yourself from the work area immediately. Contact your direct supervisor for further instruction.
• If you are uncomfortable with the contractor not practicing CDC guidelines in your vicinity remove yourself from the situation and contact your supervisor.
• Utilize technology to limit contact with contractors. This includes your cell phone or IPads.

cc: Jason Castor, City Development Director
Interoffice Memorandum

Date: April 29, 2020
To: Engineering Field Staff
From: Brent Bashaw  
City Engineer
Subject: Field Policies and Guidelines – COVID 19

The purpose of this communication is to establish guidelines for Office of Engineering field work that aids in preventing exposure to and transmission of COVID-19. Each employee must read and familiarize themselves with the latest information posted by the Center of Disease Control located at https://www.cdc.gov/coronavirus/2019-ncov/index.html.

**Personal Responsibilities**

- Do not report to work while you are experiencing illness symptoms noted by the CDC, including fever, cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, and/or loss of taste or smell. Contact your direct supervisor and Human Resources 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 a 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. The CareHere facility is accessible on-line at [www.carehere.com](http://www.carehere.com) (click on “Member Login”) or by calling 877.423.1330 to schedule an appointment. Note: Currently all local Urgent Care and Hospital facilities will direct you to your employer or personal physician before allowing admittance if COVID-19 is suspected.
- All CDC, State of Michigan, and City of Sterling Heights guidelines will be observed if you test positive for or self-isolate due to COVID-19 symptoms. Please refer to the attached documentation outlining benefits available under the Families First Coronavirus Response Act. Your return to work will be coordinated by Human Resources using CDC, State of Michigan, and City guidelines. The contact number for Human Resources is 586-446-2316.

**Departmental City Vehicle Policy**

- All assigned city vehicles are to be parked at the Rose Kidd facility before and after every shift. Overnight parking of an assigned city vehicle at other than a City facility is not permitted under any circumstance.
- The assigned city vehicle must be sanitized before and after use. Sanitizing agents/products will be provided to you by your supervisor or Office of Purchasing. It is your responsibility to notify your supervisor if additional sanitizing agents/products are needed at any time.
• No passengers are allowed in any assigned city vehicle you are operating and you are prohibited from occupying any vehicle as a passenger during work hours.

**Security Policy and Office Procedures**

• At the start of every shift, personnel are to take and record their temperature and complete forward the health questionnaire to the City Development Director or his designee.
• Unless authorized by a direct supervisor, all personnel are permitted within any City facility during normal shift hours, only.
• No more than 3 personnel shall be allowed in the assigned work space at Rose Kidd at the same time. Personnel shall wear a protective mask when moving throughout any 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 work station.
• Social distancing of not less than six (6) feet must be maintained at all times 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).
• No visitors/non-city employees are permitted within the assigned work space at a City facility unless approved by a direct supervisor. An authorized visitor/non-city employee must wear a mask at all times while in any City facility.
• It is recommended that you regularly sanitize work areas and your work station before and after use. Sanitizing agents/products will be provided to you by the City. It is your responsibility to notify your direct supervisor if additional sanitizing agents/products are needed at any time.
• 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 returning to 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.

**Job Site Inspections and Field Procedures**

• You are to report directly to your assigned job site upon the beginning of your work shift. Reporting to a City facility directly is only required if field materials, field equipment, reliable internet connection, office supplies, and or other direction is required to complete your work shift. Sanitize all City equipment before and after use during a work shift. At the conclusion of your work shift, park the assigned city vehicle at the City facility.
• Social distancing of not less than six (6) feet must be maintained at all times when at the assigned job site area.
• Sharing of equipment/tools at the assigned job site area is prohibited.
• All field meetings are to be conducted outside while on-site or at facility authorized by your direct supervisor. You are prohibited from entering job site trailers or private contractor/builder offices.
• 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.
• 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 are provided to you by the City and it is your responsibility to notify your direct supervisor if additional items are needed at any time.
• 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. Please 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 C.D.C. 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.
• It is highly recommended to wash all work clothes in hot water with laundry sanitizer.
• If you suspect/observe any person on the assigned job site exhibiting symptoms of COVID-19 or taking actions that increase the risk of transmission of COVID-19, remove yourself from the work area immediately. Contact your direct supervisor for further instruction.
• If you are uncomfortable with the contractor not practicing CDC guidelines in your vicinity remove yourself from the situation and contact your supervisor.
• Utilize technology to limit contact with contractors. This may include cell phone usage, electronic ticket collection, electronic transfer of field notes quantity verification, etc.

cc: Jason Castor, City Development Director
The purpose of this communication is to establish guidelines for the Code Enforcement Department that aids in preventing exposure to and transmission of COVID-19. Each employee must read and familiarize themselves with the latest information posted by the Center of Disease Control located at https://www.cdc.gov/coronavirus/2019-ncov/index.html.

Personal Responsibilities

- Do not report to work while you are experiencing illness symptoms noted by the CDC, including fever, cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, and/or loss of taste or smell. Contact your direct supervisor and Human Resources 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 a 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. The CareHere facility is accessible on-line at www.carehere.com (click on “Member Login”) or by calling 877.423.1330 to schedule an appointment. Note: Currently all local Urgent Care and Hospital facilities will direct you to your employer or personal physician before allowing admittance if COVID-19 is suspected.
- All CDC, State of Michigan, and City of Sterling Heights guidelines will be observed if you test positive for or self-isolate due to COVID-19 symptoms. Please refer to the attached documentation outlining benefits available under the Families First Coronavirus Response Act. Your return to work will be coordinated by Human Resources using CDC, State of Michigan, and City guidelines. The contact number for Human Resources is 586-446-2316.

Departmental City Vehicle Policy

- All assigned city vehicles are to be parked at the Rose Kidd facility before and after every shift. Overnight parking of an assigned city vehicle at other than a City facility is not permitted under any circumstance.
- The assigned city vehicle must be sanitized before and after use. Sanitizing agents/products will be provided to you by your supervisor or Office of Purchasing. It
is your responsibility to notify your supervisor if additional sanitizing agents/products are needed at any time.

- No passengers are allowed in any assigned city vehicle you are operating and you are prohibited from occupying any vehicle as a passenger during work hours.

**Security Policy and Office Procedures**

- At the start of every shift, personnel are to take and record their temperature and complete forward the health questionnaire to the City Development Director or his designee.
- Unless authorized by a direct supervisor, all personnel are permitted within any City facility during normal shift hours, only.
- No more than 4 personnel shall be allowed in the assigned work space at Rose Kidd at the same time. Personnel shall wear a protective mask when moving throughout any 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 work station.
- Social distancing of not less than six (6) feet must be maintained at all times 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).
- No visitors/non-city employees are permitted within the assigned work space at a City facility unless approved by a direct supervisor. An authorized visitor/non-city employee must wear a mask at all times while in any City facility.
- It is recommended that you regularly sanitize work areas and your work station before and after use. Sanitizing agents/products will be provided to you by the City. It is your responsibility to notify your direct supervisor if additional sanitizing agents/products are needed at any time.
- 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 returning to 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.

**On-Site Inspection Procedures**

- Each code officer has a designated time of day to return to the office at Rose Kidd.
- Sanitize all City equipment before and after use during a work shift. At the conclusion of your work shift, park the assigned city vehicle at the City facility.
- Social distancing of not less than six (6) feet must be maintained at all times when at properties.
- Sharing of equipment/tools at properties is prohibited.
- Hand-shaking and other contact greetings with residents/contractors/builders or their personnel are prohibited at the property.
- Do not share any personal protection equipment.
- Use of protective masks is mandatory at any property when social distancing of not less than six (6) feet is not possible. Protective masks and gloves are
provided to you by the City and it is your responsibility to notify your direct supervisor if additional items are needed at any time.

- 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. Please 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 C.D.C. guidelines for reusable gloves and mask types and observe sanitizing procedures.
- Do not touch any resident/contractor/builder equipment or tools.
- Do not accept any food or beverage from the resident/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.
- It is highly recommended to wash all work clothes in hot water with laundry sanitizer.
- If you suspect/observe any person on the property exhibiting symptoms of COVID-19 or taking actions that increase the risk of transmission of COVID-19, remove yourself from the area immediately. Contact your direct supervisor further instruction.
- If you are uncomfortable with the resident/contractor not practicing CDC guidelines in your vicinity remove yourself from the situation and contact your supervisor.
- Utilize technology to limit contact with residents/contractors.

cc: Jason Castor, City Development Director
Interoffice Memorandum

Date: May 8, 2020

To: Facilities Maintenance Staff

From: Jared Beaudoin, Facilities Maintenance Director

Subject: Field Policies and Guidelines – COVID 19

The purpose of this communication is to establish guidelines for the Office of Facilities Maintenance that aids in preventing exposure to and transmission of COVID-19. Each employee must read and familiarize themselves with the latest information posted by the Center of Disease Control located at https://www.cdc.gov/coronavirus/2019-ncov/index.html.

**Personal Responsibilities**

- Do not report to work while you are experiencing illness symptoms noted by the CDC, including fever, cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, and/or loss of taste or smell. Contact your direct supervisor and Human Resources if you are experiencing any of 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 a 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. The CareHere facility is accessible on-line at www.carehere.com (click on “Member Login”) or by calling 877.423.1330 to schedule an appointment. Note: Currently all local Urgent Care and Hospital facilities will direct you to your employer or personal physician before allowing admittance if COVID-19 is suspected.

- All CDC, State of Michigan, and City of Sterling Heights guidelines will be observed if you test positive for or self-isolate due to COVID-19 symptoms. Please refer to the attached documentation outlining benefits available under the Families First Coronavirus Response Act. Your return to work will be coordinated by Human Resources using CDC, State of Michigan, and City guidelines. The contact number for Human Resources is 586-446-2316.
Departmental City Vehicle Policy

- All assigned city vehicles are to be parked at the City Center Campus before and after every shift. Overnight parking of an assigned city vehicle at other than a City facility is not permitted under any circumstance.

- The assigned city vehicle must be sanitized before and after use. Sanitizing agents/products will be provided to you by the City. It is your responsibility to notify your supervisor if additional sanitizing agents/products are needed at any time.

- No passengers are allowed in any assigned city vehicle you are operating and you are prohibited from occupying any vehicle as a passenger during work hours.

Security Policy and Office Procedures

- At the start of every shift, personnel are to take and record their temperature, complete the daily health questionnaire, and forward it to the Facilities Maintenance Director or his designee.

- Unless authorized by a direct supervisor, all personnel are permitted within any City facility during work hours, only.

- Personnel shall wear a protective mask when moving throughout any 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 work station.

- Social distancing of not less than six (6) feet must be maintained at all times. A protective mask is required when working within six (6) feet of anyone. Hand-shaking and other social contact greetings 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 custodial services (i.e. Office printers).

- No visitors/non-city employees are permitted within the assigned work space at a City facility unless approved by a direct supervisor. An authorized visitor/non-city employee must wear a mask at all times while in any City facility.

- It is recommended that you regularly sanitize work areas and your work station before and after use. Sanitizing agents/products will be provided to you by the City. It is your responsibility to notify your direct supervisor if additional sanitizing agents/products are needed at any time.

- 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 returning to 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.
Job Assignment and Field Procedures

- You are to report directly to City Hall upon the beginning of your work shift to receive your job assignments. A protective mask must be worn and social distancing of no less than six (6) feet will be observed.

- After receiving your job assignments, returning to City Hall is only required if field materials, field equipment, reliable internet connection, office supplies, and or other direction is required to complete your work shift. Sanitize all City equipment before and after use during a work shift. At the conclusion of your work shift, park the assigned city vehicle at the City Center Campus.

- Social distancing of not less than six (6) feet must be maintained at all times when at assigned work areas.

- Sharing of equipment/tools at the assigned work areas is prohibited.

- All field meetings are to be conducted outside while on-site or at facility authorized by your direct supervisor. You are prohibited from entering private buildings and offices.

- Do not share any personal protection equipment.

- Use of protective masks is mandatory at the assigned work area when social distancing of at least six (6) feet is not possible. Protective masks and gloves are provided to you by the City and it is your responsibility to notify your direct supervisor if additional items are needed at any time.

- Social distancing of at least six (6) feet must be maintained at all times when interacting with contractors and the public. Hand-shaking and other contact greetings with any member of the public are prohibited. Please notify an approaching member of the public that social distancing of at least 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 C.D.C. guidelines for reusable gloves and mask types and observe sanitizing procedures and dispose of all personal protection equipment properly.

- Do not touch any contractor equipment or tools.

- Do not use on-site water coolers or any type of shared on-site water container and Do not accept any food or beverage from anyone at any time.

- It is highly recommended to wash all work clothes in hot water with laundry sanitizer.

- If you suspect/observe any person on the assigned job site exhibiting symptoms of COVID-19 or taking actions that increase the risk of transmission of COVID-19, remove yourself from the work area immediately. Contact your direct supervisor further instruction.
• If you are uncomfortable with any contractor not practicing CDC guidelines in your vicinity remove yourself from the situation and contact your supervisor.

• Utilize technology to limit contact with contractors. This may include cell phone usage, electronic ticket collection, electronic transfer of field notes quantity verification, etc.
Interoffice Memorandum

Date: May 8, 2020
To: DPW Field Staff
From: Erik Skurda, Operations Manager
Subject: Field Policy and Guidelines – COVID-19

The purpose of this communication is to establish guidelines for the Department of Public Works field work that aids in preventing exposure to and transmission of COVID-19. Each employee must read and familiarize themselves with the latest information posted by the Center of Disease Control located at https://www.cdc.gov/coronavirus/2019-ncov/index.html.

Personal Responsibilities

- 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 and Human Resources 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 Sterling Heights 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 Human Resources using CDC, State of Michigan, and City guidelines. The contact number for Human Resources is 586-446-2316.
- 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 returning to 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.

Departmental City Vehicle Policy

- All assigned city vehicles are to be parked at the DPW facility before and after every shift, unless otherwise directed by your supervisor.
- Vehicles should not be shared unless requested so by a Supervisor
• The assigned city vehicle must be sanitized before and after use with focus on door handles, steering wheels, keys, gear levers, grab handles, surrounding hard surfaces, and commonly touched surfaces. Sanitizing agents/products will be provided to you by your supervisor or Office of Purchasing. It is your responsibility to notify your supervisor if additional sanitizing agents/products are needed at any time.
• Subsequently, disinfect your hands with sanitizing spray/gel after cleaning the steering wheel and before exiting the vehicle.
• No passengers are allowed in any assigned city vehicle you are operating, and you are prohibited from occupying any vehicle as a passenger during work hours.

**Office and Interior Building Policies**

• 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 the administrative office area 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.
• Personnel that can remote will be instructed to do so.
• 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 direct 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 to you by the City. It is the employee’s responsibility to notify direct supervisor if additional sanitizing agents/products are needed at any time.
• Morning gatherings per division to receive work assignments are suspended. All employees shall report directly to their assigned vehicle or work area at their scheduled start time. Every employee will receive communication of their daily tasks prior to the start of shift so they know where to report or what vehicle they are assigned.
• Break areas will be cleaned periodically throughout the day. You must clean area before and after use of approved break areas.
• Approved break areas will be designated by your direct supervisor.

**Field Operations**

• Reporting to the DPW is only required if field materials, field equipment, reliable internet connection, office supplies, and or other direction is required to complete your work shift. Sanitize all City 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
are provided to you by the City and it is your responsibility to notify your direct supervisor if additional items are needed at any time.

- All field meetings are to be conducted outside while on-site or at facility authorized by your direct supervisor. You are prohibited from entering job site trailers or private contractor/builder offices.
- 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. Please 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 C.D.C. guidelines for reusable gloves and mask types and observe sanitizing procedures.
- Breaks will be taken in the field, or at the your home if within City borders.
- 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.
- Uniforms are provided and laundered by Cintas. City uniforms shall be worn while conducting City business. New “clean” uniforms shall be worn daily, soiled uniforms shall be placed in the designated “soiled” locker at the end of shift.
- If you suspect/observe any person on the assigned job site exhibiting symptoms of COVID-19 or taking actions that increase the risk of transmission of COVID-19, remove yourself from the work area immediately. Contact your direct supervisor further instruction.
- If you are uncomfortable with the contractor not practicing CDC guidelines in your vicinity remove yourself from the situation and contact your supervisor.
- Utilize technology to limit contact with contractors. This may include cell phone usage, electronic ticket collection, electronic transfer of field notes quantity verification, etc.
Interoffice Memorandum

Date: May 7, 2020

To: All parks and Recreation Field Workers

From: Kyle R. Langlois, Parks and Recreation Director

Subject: Parks and Recreation Department COVID-19 Field Worker Policy

The purpose of this communication is to establish guidelines for Parks and Recreation field work that aids in preventing exposure to and transmission of COVID-19. Each employee must read and familiarize themselves with the latest information posted by the Center of Disease Control located at https://www.cdc.gov/coronavirus/2019-ncov/index.html.

Personal Responsibilities

- Do not report to work while you are experiencing illness symptoms noted by the CDC, including fever, cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, and/or loss of taste or smell. Contact your direct supervisor and Human Resources 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 a 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. The CareHere facility is accessible on-line at www.carehere.com (click on “Member Login”) or by calling 877.423.1330 to schedule an appointment. Note: Currently all local Urgent Care and Hospital facilities will direct you to your employer or personal physician before allowing admittance if COVID-19 is suspected.
- All CDC, State of Michigan, and City of Sterling Heights guidelines will be observed if you test positive for or self-isolate due to COVID-19 symptoms. Please refer to the attached documentation outlining benefits available under the Families First Coronavirus Response Act. Your return to work will be coordinated by Human Resources using CDC, State of Michigan, and City guidelines. The contact number for Human Resources is 586-446-2316.

Departmental City Vehicle Policy

- All assigned city vehicles are to be parked at the Community Center or Park Maintenance Garage before and after every shift. Overnight parking of an assigned city vehicle at a non-City facility is not permitted under any circumstance.
- The assigned city vehicle must be sanitized before and after use. Areas to be disinfected include handles, steering wheel, keys, radio and temperature controls, and all other features that have been touched. Sanitizing agents/products will be provided to you by your supervisor or Office of Purchasing. It is your
responsibility to notify your supervisor if additional sanitizing agents/products are needed at any time, or if you show signs of sensitivity to this agent.

- No passengers are allowed in any assigned city vehicle you are operating and you are prohibited from occupying any vehicle as a passenger during work hours.
- Staff travelling between worksites will use provided extra city vehicles whenever possible. If staff is forced to travel in the same vehicle (with prior approval from Supervisor) due to mechanical failure or no available vehicles, masks and gloves will be worn by all drivers and passengers, and the passenger must sit in the opposite back seat from the driver. A shared vehicle must be disinfected prior to a passenger entering and disinfected again upon exit.

Security Policy and Office Procedures

- At the start of every shift, personnel are to take and record their temperature and complete the health questionnaire provided.
- Personnel shall wear a protective mask when moving throughout any 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 work station.
- Social distancing of not less than six (6) feet must be maintained at all times 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) or park staff.
- No visitors/non-city employees are permitted within the assigned work space at a City facility unless approved by a direct supervisor. An authorized visitor/non-city employee must wear a mask at all times while in any City facility.
- It is recommended that you regularly sanitize work areas and your work station before and after use. Sanitizing agents/products will be provided to you by the City. It is your responsibility to notify your direct supervisor if additional sanitizing agents/products are needed at any time.
- 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 returning to 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.

Field Procedures

- Sanitize all City equipment before and after use during a work shift. At the conclusion of your work shift, park the assigned city vehicle at the City facility.
- Social distancing of not less than six (6) feet must be maintained at all times when at the assigned job site area.
- Sharing of equipment/tools at the assigned job site area is prohibited, unless proper protective measures are used when transferring equipment from one city employee to another city employee.
- All field meetings are to be conducted outside, and must comply with social distancing rules. If meetings are indoors, social distancing guidelines and personal protective equipment must be used.
- Hand-shaking and other contact greetings with contractors or their personnel are prohibited at the assigned job site.
- Do not share any personal protection equipment.
- 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 are provided to you by the City and it is your responsibility to notify your direct supervisor if additional items are needed at any time.
• 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. Please 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 touch any contractor equipment or tools.
• Do not accept any food or beverage from the contractor or their personnel at any time.
• Dispose of all personal protection equipment properly.
• Use of portable restrooms at assigned job sites is prohibited.
• It is highly recommended to wash all work clothes in hot water with laundry sanitizer.
• If you suspect/observe any person exhibiting symptoms of COVID-19 or taking actions that increase the risk of transmission of COVID-19, remove yourself from the work area immediately. Contact your direct supervisor for further instruction.
• If you are uncomfortable with a contractor not practicing CDC guidelines in your vicinity remove yourself from the situation and contact your supervisor.
• Utilize technology to limit contact with contractors and internal staff while working in the field.
• If the need to disperse a group of park patrons arises per the City’s closure schedule, it is recommended that staff use the megaphones provided by the department. If that is not available, a minimum of six (6) feet should be maintained between yourself and the group.
• If the need for Police Department back-up occurs when attempting to disperse groups, please call non-emergency dispatch at 586-469-5502.
Exhibit D
AT-HOME CITY SERVICES

NO SHIRT? NO SHOES? NO PROBLEM!

Our “at-home services” mean you can get your City business handled without ever leaving home!

Residents have dozens of ways they can transact with the City either online or by phone.

DETAILED INSTRUCTIONS:
STERLING-HEIGHTS.NET/ATHOMESERVICES

(586) 446-CITY

cityhall@sterling-heights.net

sterling-heights.net/athomeservices

RESIDENT AT-HOME SERVICES INCLUDE:

- Get Questions Answered by All Departments
- Request/Pay Bills and Property Taxes
- Access Property Tax Information
- Handle Assessing Transactions
- Obtain Dog Licenses
- Register to Vote
- Apply for Absentee Ballot
- File Police Reports and Access Police Records
- Request Police Vacation Checks
- Purchase Firearms Permits
- Obtain Police Clearance Letters
- Obtain Fire or Medical Reports
- Register for Parks and Rec Programs, Pavilion Rentals and More
- Request SMART Transportation
- Obtain a Library Card, Borrow Digital Materials and Participate in Virtual Library Programming
- Address Most DPW-Related Issues
- Apply for Permits
- Request Virtual Inspections
- Submit Permits, Site Plans or Special Land Use/Site Development Plan for Approval
- Submit Bids
AT-HOME CITY SERVICES

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STERLING-HEIGHTS.NET/ATHOMESERVICES

Residents have dozens of ways they can transact with the City either online or by phone. See back for a complete list or visit sterling-heights.net/athomeservices for detailed instructions.
WANT CITY SERVICES FROM HOME?

Resident at-home services include:

- Get Questions Answered by All Departments
- Request/Pay Bills and Property Taxes
- Access Property Tax Information
- Handle Assessing Transactions
- Obtain Dog Licenses
- Register to Vote
- Apply for Absentee Ballot
- File Police Reports and Access Police Records
- Request Police Vacation Checks
- Purchase Firearms Permits
- Obtain Police Clearance Letters
- Obtain Fire or Medical Reports
- Register for Parks and Rec Programs, Pavilion Rentals and More
- Request SMART Transportation
- Obtain a Library Card, Borrow Digital Materials and Participate in Virtual Library Programming
- Address Most DPW-Related Issues
- Apply for Permits
- Request Virtual Inspections
- Submit Permits, Site Plans or Special Land Use/Site Development Plan for Approval
- Submit Bids

For detailed instructions, visit sterling-heights.net/athomeservices, call (586) 446-CITY or email cityhall@sterling-heights.net
THIS ENTRANCE CLOSED
PLEASE USE NORTH ENTRANCE
CLOSED FOR LUNCH

We'll be back at 2 pm!
City Payments Drop Box Sign

City Payments Drop Box
Please Practice

6'

Social Distancing
If you are here to make a payment, please use the drop box located in the circle drive behind you.
Drop boxes located:

- Utica Entrance (in Circle Drive)
- Dodge Park Entrance (Circle Drive in front of Police Dept)

Or pay online 24/7 at sterling-heights.net/pay
Facemask required.
Please see attendant.
Do not enter this facility if you have a cough, fever or shortness of breath.