



PITTSFIELD CHARTER TOWNSHIP PANDEMIC TRANSITION PROTOCOL

Updated 11-17-2020

EFFECTIVE: JUNE 15, 2020



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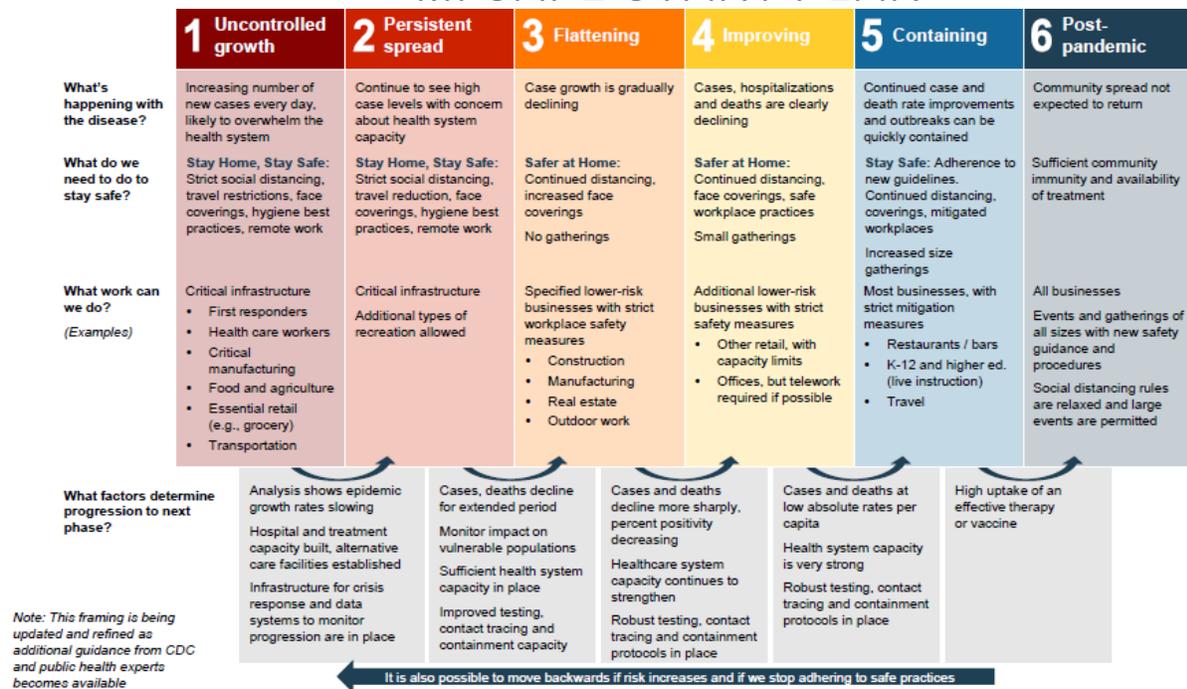
INTRODUCTION

In mid-March, Pittsfield Township compiled an administrative emergency response protocol to respond to the COVID-19 pandemic. With the sudden onset of the Great Pandemic and subsequent Executive Orders issued by the Governor of Michigan, Pittsfield Township’s non-emergency personnel have not missed a beat in the provision of services to our residents and businesses but have done so mostly remotely in adherence to the Governor’s Executive Orders.

Communications and updates have been kept up through various channels, including ensuring 24-hour response time for all incoming calls/emails. The <http://www.pittsfield-mi.gov/covid19> webpage has been established as a central clearinghouse of information.

In May, the Governor of Michigan outlined six (6) stages of transition through the Great Pandemic, as noted below. Currently, at Stage 4, the Michigan Safe Start Plan, calls for defining protocols for safe workplace practices.

MI SAFE START PLAN



To that end, we have compiled this Pandemic Transition Protocol (PTP) for Pittsfield Township. This protocol document is not a policy and does not alter or abridge current Township Policies. It focuses on providing guidelines to begin providing greater physical access to non-emergency administrative services in a manner that is safe and responsible. Given the fluid nature of both the Great Pandemic and the public’s response to the same, it is imperative to note that the guidelines and recommendations of the PTP may and shall be revised in order to address scenarios that revert our community to Stage 3, 2, or 1 as outlined in the Michigan Safe Start Plan above. The central focus, since March 15th, has been and will remain providing for the safety and well-being of Pittsfield Township employees, residents, and businesses.

COVID-19 PANDEMIC

Symptoms

According to the Centers for Disease Control and Prevention (CDC), symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure and can include fever, cough, shortness of breath or difficulty breathing. Other symptoms can include: tiredness, aches, runny nose, and sore throat. Some people have experienced the loss of smell or taste. The severity of COVID-19 symptoms can range from very mild to severe. Some people may have no symptoms at all.

Employees are encouraged to protect themselves and will be required to stay home if they are sick, experience symptoms of COVID- 19, or have been exposed to the virus. All employees shall immediately report to their Department Director any symptoms or exposure to the COVID-19 virus. The Department Director will coordinate with the Director of Human Resources to determine necessary precautions and actions as a result of any report of symptoms or exposure to the COVID-19 virus.

Employees who have concerns about their health during the COVID-19 pandemic are to contact their Department Director. Below is a summary and some potential accommodations for those employees who may be particularly vulnerable as determined by the Americans with Disabilities Act (ADA) and Michigan Persons with Disabilities Act (MPDA).

Employee	Details
<i>Vulnerable Workers</i>	<ul style="list-style-type: none"> • Age 65 or older • Underlying health conditions: <ul style="list-style-type: none"> ✓ Diabetes ✓ Chronic respiratory disease ✓ Cardiovascular disease ✓ Immuno-compromised ✓ Hypertension ✓ Other condition(s) as determined by a physician ✓ Pregnant or nursing mothers
<i>If You Self-Identify as being Vulnerable</i>	<ul style="list-style-type: none"> • Contact your Department Director. • Request working remotely or at a location with minimal contact, if feasible and applicable, in coordination with your Department Director.

Currently HIPAA remains in effect and all privacy rights shall be respected for Township employees during the COVID-19 pandemic period. If an employee is confirmed to have COVID-19 infection, Human Resources, in coordination with the applicable Department Director(s), will notify any potential fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality. Guidance for the below actions are provided by Washtenaw County Public Health (WCPH) and the Centers for Disease Control and Prevention (CDC).

Exposure

Item	Details
<i>Symptoms at Work</i>	<ul style="list-style-type: none"> ▪ Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) after arrival at work or who become sick during the workday shall separate themselves from other employees and visitors and immediately inform their Department Director.
<i>Illness – One or more COVID-19 symptoms</i>	<ul style="list-style-type: none"> • Stay home. • Immediately notify your Department Director. • Contact your primary care physician.
<i>Illness – Confirmed positive COVID-19 test</i>	<ul style="list-style-type: none"> • Start isolating yourself right away • Stay home except to get medical care • Stay away from everyone in your household (separate room, separate bathroom, if possible, etc.) • Stay home for at least 24 hours with no fever (one full day of no fever without use of fever-reducing medication) <u>AND</u> other symptoms have improved such as cough or shortness of breath <u>AND</u> at least 10 days have passed since your symptoms first appeared. • Immediately notify your Department Director so necessary actions can be taken to mitigate the risk to other individuals who may have been exposed. • Tell your close contacts so they can quarantine themselves (see Contact Tracing Protocol on Page 6)
<i>Direct Contact</i> with someone who has COVID-19 symptoms, or been diagnosed with or probably has COVID-19 infection.	<ul style="list-style-type: none"> • At the Township’s discretion you may continue to work provided you remain asymptomatic and follow these guidelines: <ul style="list-style-type: none"> ✓ Daily Health Screening prior to starting work ✓ ALWAYS wear face mask while in the workplace for 14 days after last exposure. ✓ Keep at least six feet distance from other people at work (if duties don’t permit this you must stay at home). ✓ Clean and disinfect all common areas copiers, fax machines, file cabinets, bathroom, kitchen area/appliances, etc.) used by you for 14 days after last exposure
<i>Travel – Employees who travel internationally</i>	<ul style="list-style-type: none"> • Required to report via daily health assessment • Immediately notify your Department Director to determine if any mitigation action needs to be taken. • If you develop symptoms or receive a confirmed positive COVID-19 test, follow steps outlined above under Item: Illness
<i>When You Can Return to Work Protocol</i>	<ul style="list-style-type: none"> • Employees off work for three or more consecutive days for health concerns/illness may return to work AFTER: <ul style="list-style-type: none"> ✓ COVID-19 Health Concerns/Illness: You wait at least one day (24 hours) until no fever without the use of fever-reducing medications <u>AND</u> improvement of respiratory <u>symptoms</u> (e.g., cough, shortness of breath, fever); <u>AND</u> at least 10 days have passed since symptoms first appeared. ✓ Unknown COVID-19 Health Concerns/Illness: You do not feel feverish (e.g., body aches, chills, etc.) and/or did not have a

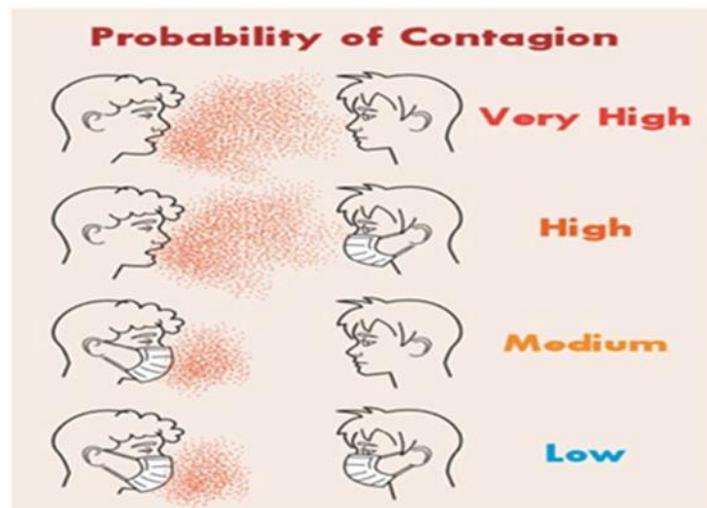
	<p>documented fever (>100.4 F) AND your symptoms have improved AND at least 10 days have passed since your symptoms first appeared.</p> <ul style="list-style-type: none"> ✓ Non-COVID-19 Health Concerns/Illness: You have an alternate diagnosis (e.g., tested positive for influenza, etc.), then criteria for return to work will be based on diagnosis.
<p><i>Contact Tracing</i></p>	<ul style="list-style-type: none"> ✓ When a person tests positive for COVID-19 the Washtenaw Public Health Department states that an individual should go back two days (48 hrs.) from when symptoms first began to determine who they should notified about potential exposure due to “<i>close contact</i>.” If there were no symptoms, then they should go back two days from when they took the COVID-19 test. ✓ “<i>Close contact</i>” is defined as: “Within six feet of someone who tested positive for a cumulative 15 minutes or more within a 24-hr. period.” ✓ Anyone who had “<i>close contact</i>” with another individual who tested positive for COVID-19 must quarantine for 14 days. ✓ A negative COVID-19 test (or more than one negative COVID-19 test) does not release the person from quarantine. ✓ If the person who is quarantined (due to “<i>close contact</i>”) lives with other individuals in their residence, the other individuals do NOT need to quarantine ... UNLESS the person who was quarantined develops symptoms.

Prevention



- Practice good hygiene: wash your hands frequently, cover your mouth when coughing, etc.
- Practice the six-foot physical distance protocol whenever possible
- Follow screening requirements and all safety policies.
- Always wear a mask when leaving your work station and use other appropriate personal protection equipment (PPE) as situation requires.
- Sanitize your workstation regularly, at least once a day.
- Avoid using other employee's supplies, equipment, phones, etc. If necessary to share equipment, please clean immediately after use (and wash your hands afterwards).
- Report any concerns of unsafe working conditions to either the Director of Building Services or the Director of Human Resources, as applicable.

The CDC says maintaining proper physical distancing is defined as keeping at least six feet away from those around you. When that is not physically possible, the CDC and Department of Labor (DOL) have provided guidelines to ensure that physical distancing, engineering controls and behaviors are implemented and followed to help keep you safe



Per the CDC, covering your mouth and nose with a face covering helps prevent the spread of COVID-19. Masks are **REQUIRED**, in accordance with State and County guidelines, in any indoor or outdoor public space. Guests who refuse a mask must be denied service / entry into the building.

Updated 11-17-2020

How to Put On A Mask Properly

1. Wash hands with soap and water or use hand sanitizer before handling the mask
2. Place mask over your face with your hand so that both your mouth and nose are covered.
3. Do not wear the mask under your chin
4. Putting on masks:
 - a. N95/KN95: Place top strap on crown of head and bottom strap at base of neck
 - b. Surgical masks/cloth face covering: Secure top tie on crown of head and bottom tie at base of neck. If mask has loops, hook them around your ears

How to Take Off a Mask Properly

1. Do not touch the front of the mask
2. Tilt head forward
3. Taking Off masks:
 - a. N95/KN95: Remove bottom strap and bring carefully over your head. Grasp top strap and bring over the head, and then pull away from the face. Store in brown bag or discard if soiled
 - b. Surgical masks: Untie/unhook from ears and pull away from face without touching mask. Store in brown bag or discard is soiled
4. Wash hands with soap and water or use hand sanitizer after handling the mask

Township staff must collectively work together to play their part in ensuring the safety of our facilities and avoiding the spread of the virus. The following general procedures shall be implemented for all buildings. The Township has accelerated the daily cleaning schedule provided by a third-party cleaning service to twice daily. In addition, spray bottles with disinfectant solutions and paper towels will be provided and placed next to shared equipment and/or appliances (such as copies, fax machines, postage meters, microwaves, dishwasher, etc.). Employees will be required to wipe down after each use of shared equipment. Employees will also be responsible for disinfecting their personal work areas (phones, keyboards, desk drawers, file cabinet doors, etc.) on a regular basis.

Each employee will be provided with face masks, hand sanitizers, and other PPE as needed. All Township employees will be required to complete a daily health self-assessment prior to coming to work and entering a Township building or facility. Employees will also be required to keep a six-foot distance between themselves and others whenever possible.

All employees are required to wear a facial covering while entering a Township building/facility and follow the guidelines outlined in this document.

Any consultants or contractors who enter a Township building/facility must follow all the guidelines and protocols outlined in this document.

All guests are required to wear a facial covering in order to enter the building and receive service.

Item	Details
<i>Personal Protective Equipment (PPE)</i>	<ul style="list-style-type: none">• Department Directors are responsible for ensuring employees follow requirements for wearing PPE and following PPE protocols.• Department Directors will monitor supply of PPE for their team and ensure supply of necessary PPE items are available to Employees.• Department Directors will coordinate with Director Harshberger to obtain necessary supplies.
<i>PPE</i>	<ul style="list-style-type: none">• All consultants/contractors must wear appropriate PPE, and at a minimum a face covering in order to enter a Township facility. Consultants/ contractors are required to provide their own PPE when

	<p>possible.</p> <ul style="list-style-type: none"> • All consultants that work onsite on a regular basis must acknowledge receipt and understanding of the Pittsfield Township Pandemic Transition Plan. • Each Department is responsible for ensuring their consultants/contractors follow the PPE protocol.
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ADMINISTRATIVE SERVICES

Physical Space Accommodations

Item	Details
CONFERENCE/MEETING ROOMS	
<i>Virtual Meetings (Best Practice)</i>	<ul style="list-style-type: none"> • Whenever possible, and particularly for three or more individuals in a meeting, use a virtual option to conduct meetings such as Teleconferencing, Skype, WebEx, Zoom, etc.
<i>In-Person Meetings</i>	<ul style="list-style-type: none"> • Only allowed in rooms where physical distancing can be practiced (i.e., occupancy limits are posted for each conference room) • Employees must wear a face mask whenever they leave their workstation.
<i>Meetings Off-Site/Business Travel</i>	<ul style="list-style-type: none"> • All Township related travel will be restricted to essential travel. • Department Directors shall provide guidance to employees on what is considered essential travel.
<i>Conference Room Usage</i>	<ul style="list-style-type: none"> • Limited access to avoid in-person gatherings, unless space allows for proper distancing. • Occupancy limits and a seating chart will be posted at each conference/public meeting room. • Teleconference technology (phone/email/zoom, etc.) is provided to promote virtual attendance
GENERAL OFFICE AND WORKSTATION SPACES	
<i>General Office and Workstations</i>	<ul style="list-style-type: none"> • Plexiglas barriers will be installed in appropriate areas, primarily in areas where the public is being served or workspaces are not six or more feet apart. • Office furniture will be moved/rearranged/removed as necessary to provide for physical distancing. • Markings will be placed to demonstrate six feet distance in areas of public use. • Employees will be provided with appropriate PPE: masks and hand sanitizers, (in addition to gloves, and other similar equipment as necessary). • Employees are responsible for cleaning their workstations and any common area immediately after utilized.
GENERAL WORKSPACE AND BUILDING CLEANING	
<i>Building Cleaning</i>	<ul style="list-style-type: none"> • Building Services has increased the frequency of cleaning the offices, conference rooms, and high touch surfaces such as handles, faucets, copiers/printers, common/shared and production areas to twice daily with a third-party cleaning service. • Employees are responsible for cleaning their individual workspaces

	<p>using disinfectant.</p> <ul style="list-style-type: none"> • Departments who provide services at the front counters are responsible for cleaning counters throughout the day/after transactions have occurred at a counter. • The Township will review expectations with third party cleaning services to ensure any additional services are completed as necessary. • The Township will ensure proper cleaning chemicals and PPE are used by third party cleaning services for cleaning and disinfecting and they abide by all CDC guidelines for cleaning. • If there is a suspected case of COVID-19 in the facility, the Township has contracted with a third part to provide disinfecting cleaning per CDC guidelines. If more than 2 days (48 hours) since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.
<i>Employee Work Areas</i>	<ul style="list-style-type: none"> • Employees are responsible for cleaning their individual workspaces using disinfectant. <ul style="list-style-type: none"> ✓ Phone ✓ Keyboard + mouse ✓ Desk surface and drawers ✓ Chair arms and any other surface touched regularly ✓ For employees with their own office – light switches and door handles • Hand Sanitizer will be placed at all employee desks/work areas • Spray bottles with disinfectant solution and paper towels will be provided for wiping down/cleaning shared equipment/production areas. • Employees will refrain from traveling through other staff areas where applicable and be mindful of physical distancing throughout their entire shift.
<i>Shared Equipment/ Counters</i>	<ul style="list-style-type: none"> • Employees who use shared equipment are responsible for wiping down areas they have touched AFTER each use. • Spray bottles with disinfectant solution and paper towels will be provided for wiping down/cleaning shared equipment/production areas. Spray the disinfectant on the surface and wipe down with paper towel or let it sit to dry. If left to dry, it may take 5-10 minutes to dry but is considered a more effective way to disinfect. • Employees serving the front counters are required to wipe down/disinfect areas throughout the day and after each transaction with the public. Spray disinfectant solution and paper towels are provided. • Where possible additional office tools and equipment will be provided to limit the sharing of items. • Hand Sanitizers will be placed at Employee and Public entryways.
GENERAL WORKFORCE SAFETY	
	<ul style="list-style-type: none"> • Start times and breaks will be staggered to allow for physical distancing • Remote work/staggered shifts will continue to be encouraged. Department Directors will determine their employee’s work schedules. • Face masks and hand sanitizers will be provided to all employees; and

	<p>gloves will be made available for employees where tasks require their use.</p> <ul style="list-style-type: none"> • Plexiglas barriers will be added to workstations that do not have six feet distance between them. • Signage will be posted throughout building and common areas promoting physical distancing. • Signage will be provided at public entry points to educate visitors building access and Township requirements/protocols to follow during COVID-19. • Congested areas will be identified with signage on safe response for entering/exiting (i.e., 4-way stop protocol of 1st in 1st through). • Floor tape will be installed to promote safe distancing while walking inside Township facilities. • Open, non-touch trash and recycling bins will be provided throughout each facility.
<i>Reduce Hand Contact where possible</i>	<ul style="list-style-type: none"> • Inner doors will be propped open to minimize unnecessary contact with surfaces wherever possible. Note: Fire and Security doors can NOT be propped open. • Employees will discontinue handshakes and close contact greetings. • Use handicapped door openers by pushing with elbow when possible to reduce hand contact • Each Department shall have drop-off bins to be used for dropping off materials by both customers and inter/intra-office personnel • When hand contact cannot be avoided, employees should wash hands immediately afterwards for 30 seconds. • Shared, public drinking fountains have been shut-off.
HEATING, VENTILATION, AIR CONDITIONING (HVAC)	
	<ul style="list-style-type: none"> • Ventilation rates in each facility will be increased to allow for greater fresh air intake. • High-efficiency air filters on the HVAC systems will be installed.
KITCHEN	
	<ul style="list-style-type: none"> • Stagger lunch/break times to only allow two people in the kitchen at any time • Employees are responsible for wiping down areas they have touched after each use. • Good hygiene signage will be posted to remind employees about usage protocols. • A third-party cleaning service will clean the kitchen area twice daily.
MAIL AND PAPER HANDLING	
<i>Mail</i>	<ul style="list-style-type: none"> • Employees should wear gloves when handling large amounts of mail or packages • Documents personally delivered to the department should be treated like mail and the same protocols should be applied. • ALWAYS wash your hands immediately afterwards (and refrain from touching your face while handling mail/packages).
<i>Paper Handling</i>	<ul style="list-style-type: none"> • Employees are encouraged to reduce the amount of paper produced and

	<p>copied.</p> <ul style="list-style-type: none"> • Employees should convert documents to a PDF or scan them, then electronically submit wherever possible. • Each Department shall have drop-off bins to be used for dropping off materials by both customers and inter/intra-office personnel
RECEPTION/PUBLIC AREAS	
<i>Where Social Distancing cannot be maintained</i>	<ul style="list-style-type: none"> • Clear Plexiglas barriers will be installed in reception/transaction sites • Floor markings will be place to promote physical distancing • Hand sanitizers and facial tissue will be placed at all reception/public areas • Pens and other office supplies shall not be provided for public use; or when you must, pre-sanitized pens will be provided and re-sanitize after each use. • Employees serving the front counters are required to wipe down/disinfect areas throughout the day and after each transaction with the public. Spray disinfectant solution and paper towels are provided. • Building Services has increased the frequency of cleaning the offices, conference rooms, and high touch surfaces such as handles, faucets, copiers/printers, common/shared and production areas to twice daily by a third-party cleaning service.
VEHICLE USAGE	
	<ul style="list-style-type: none"> • Only one employee to a vehicle where possible. • Disinfectant spray and paper towel will be provided for cleaning after each use. • A cleaning log shall be kept listing the name of the driver, and a check list of high touch points that were disinfected. • After every use, employees must disinfect the vehicle's interior (and outside door handles), including steering wheel, seat, door and door handle, window, exterior door handle and any other high touch areas.

Service Delivery Accommodations

Each Department Director, along with the Clerk and Treasurer, will work with their staff to outline schedules that provide for staggering and physical distancing.

In order to provide for the requisite physical distancing and staggering of work schedules that best protects the safety and well-being of both employees and customers, Pittsfield Township customers, i.e., members of the public whether residents or others, must make an appointment if they need to conduct a face-to-face meeting with a Township employee.

Use and rental of Township buildings/facilities - with the exception of Park pavilions and athletic fields - by members of the public for non-Township related businesses is suspended until further notice.

Designated Worksite Supervisor:

6201 W. Michigan Avenue:

701 W. Ellsworth Road:

6227 W. Michigan Avenue:

4467 Concourse Dr:

Kurt Weiland, Director of Building Services

Phil Biscorner, Director of Parks & Recreation

Matt Harshberger, Director of Public Safety

Billy Weirich, Utilities Superintendent

Work Stations	Details
<i>Daily Health Self-Assessment</i>	<p><u>Prior to coming to work:</u></p> <ul style="list-style-type: none"> • Employees must sign acknowledgement form (one time only to acknowledge receipt). • Employee must take and log their temperature each day. • Employee must complete the COVID-19 Workplace Health Screening Form online (intranet) and submit to their Department Director.
<i>Handwashing and Hygiene</i>	<ul style="list-style-type: none"> • Access to warm water, soap & paper towels; disinfectant spray & paper towels; and hand sanitizers and tissues will be provided. • Employees are advised to wash hands frequently and always after using shared office equipment/kitchen appliances. <i>Frequent handwashing (and physical distancing) are the best defenses against picking up germs.</i> • Employees are advised to practice proper sneezing/coughing etiquette. • Hand Sanitizers and facial tissues are provided at all desks, workstations, counters, common/public areas). • Reminders on frequent handwashing are posted throughout all buildings.
<i>Storing, Cleaning and Disinfecting PPE</i>	<ul style="list-style-type: none"> • Employees may not share PPE • Employees using PPE will receive training through HR in the proper care of PPE. • Store face coverings/masks between uses so that they do not become damaged, deformed or contaminated. • Keep N95 respirators in a clean, breathable container such as a paper bag) between uses. • Discard N95 masks after a maximum of 14 days of use, or if damaged, becomes hard to breathe through or has visible contamination. • Employees will be responsible for following the PPE protocols.

Job Function	Required PPE
<p><i>Office Area:</i> No interaction with public but may interact with other co-workers</p> <p><i>Example: Open Office spaces with multiple cubicles</i></p>	<ul style="list-style-type: none"> ▪ Cloth Mask ▪ Scarf
<p><i>Office Area:</i> Public interaction with a barrier (i.e., Plexiglas)</p> <p><i>Example: Counter transactions</i></p>	<ul style="list-style-type: none"> ▪ Cloth Mask ▪ Scarf
<p><i>Office Area:</i> Public interaction without a barrier</p> <p><i>Example: Counter transactions</i></p>	<ul style="list-style-type: none"> ▪ Cloth or Surgical Mask ▪ Scarf
<p><i>Individual Offices:</i> Single individual in office</p> <p><i>Example: one office not shared with co-workers</i></p>	<ul style="list-style-type: none"> ▪ No PPE required by yourself ▪ Cloth Mask or Scarf w/visitors in your office
<p><i>Field Work:</i> Potential for public interaction</p>	<ul style="list-style-type: none"> ▪ No PPE required if not in proximity of public.

<i>Examples: Property Appraisals, Building/Rental Inspections, Park Maintenance, Utility Work</i>	<ul style="list-style-type: none"> ▪ N95 Mask when interacting with public ▪ Cloth or Surgical Mask ▪ Gloves ▪ Safety Glasses/Goggles ▪ Provide “Limited Contact” flyers to hand to public
<i>Hallways/Common Areas/Conference Rooms</i> NOTE: Employees shall wear masks whenever they leave their workstations.	<ul style="list-style-type: none"> ▪ Cloth or Surgical Mask ▪ Scarf

Item	Details
VISITORS	
<i>By Appointment Only</i>	<ul style="list-style-type: none"> • All in-person visits will be by appointment only. • Virtual meetings are recommended whenever possible.
<i>Screening</i>	<ul style="list-style-type: none"> • All consultants/contractors/visitors must complete and report the results of a self-assessment that includes a temperature check prior to coming to the building. • Each Department is responsible for ensuring their consultants/contractors follow the screening protocol.
<i>PPE</i>	<ul style="list-style-type: none"> • All visitors must wear a mask prior to entering a Township facility. The Township will make masks available if the visitor does not have their own. • Each Department is responsible for ensuring their consultants/contractors follow the PPE protocol.
<i>Handwashing and Hygiene</i>	<ul style="list-style-type: none"> • Hand Sanitizers and tissues will be provided in all public areas. • Reminders to practice proper sneezing/coughing etiquette.

PANDEMIC TRANSITION PROTOCOL COMMITTEE

The Supervisor has established a Pandemic Transition Planning Committee. The Committee will comprise of Trustee Jaffer, the Building Director (Kurt Weiland), Human Resources Director (Patricia Denig), Community Development Director (Jessica West), the Clerk or Deputy Clerk, the Treasurer or Deputy Treasurer, and the Director of Parks & Recreation (Phil Biscorner).

The Committee shall meet at least once/week, beginning June 15th, to evaluate the effectiveness of the guidelines outlined in this document. Based on these evaluations, the Committee will make recommendations for changes in guidelines to the Supervisor and an update/amendment to the Pandemic Transition Protocol document. This ongoing evaluation and revision process are essential given the fluidity of the pandemic and need for flexibility in accommodating for the same.

Furthermore, this continual revision and update process will allow Pittsfield Township to implement a phased-in transition that protects the safety and well-being of our employees, residents, businesses, and all other stakeholders. This document, and all future updates, will be made available to everyone through regular public outreach platforms in addition to being downloadable from: <http://www.pittsfield-mi.gov/covid19>

Updated 11-17-2020

Appendix: Develop Department Work Plans to Minimize Risk

Each Department Director shall evaluate the needs of their department, the safety of their employees, and the needs of the public/customers. It is anticipated that the return to full staffing at all Township facilities and the introduction of staff and the public to facilities will occur in phases and follow the recommendations and orders issued from the County, State and Federal governments. The goal is to proactively plan for resuming business and to safely reintroduce the staff into the facility.

As Departments developing their Work Plan should take the following consideration:

- *Identify Functions.* What functions can be administered remotely and which must occur at a Township facility. Which functions can be administered and how can they be administered when a facility is closed to the public, if the public has restricted access, and when the public has unrestricted access. Workflow and work plans for employee assignments must be developed that will satisfactorily provide public service under these various work conditions.
- *Evaluate Department Layout and Staffing Needs.* Can all employees be at their assigned work areas at one time and achieve social distance standards? Department Heads will need to determine if staggering employees at home and in the office would help accomplish a safe distance between employees. Consideration shall be given to alter the workday shifts (vary start/end times or extend workdays/shifts to eliminate a shift). This may also require a relocation or reengineering of an employee's workstation.
- *Identify Department Equipment Needs.* For those functions that can occur remotely, Department Directors shall identify their equipment needs and create employee work-at-home plans to ensure all department functions are being addressed by each employee. The work plan will include the methods of obtaining additional equipment, instructions, and work documentation for completing all responsibilities. The work plan will include defined dates/times for when employees are expected to obtain the equipment, instructions, and work documentation.
- *IT Needs.* Department Directors shall coordinate all technological equipment needs with the Township Information Technologies Department. Personal laptops can be given secured connections into a user's desktop work computer therefore providing the user access to all network and local drives and the programs the user is accustomed to utilizing for their everyday responsibilities. Additionally, the Township has the ability to forward landline phone calls to other phone lines such as cell phones or home phones.
- *Identify Department Cleaning and Sanitization Process and Needs.* Department Directors shall be responsible for ensuring their staff are implementing the required procedures for their workspaces and department. Replenishment of supplies should be coordinated through the Building Services Department or Human Resources.
- *Develop an Absenteeism Strategy.* Department Directors will evaluate operation plans in case absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools. Prepare to institute flexible workplace and leave policies. Cross-train employees where applicable to perform essential functions so the workplace can operate even if key employees are absent. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.



Pittsfield Charter Township

6201 West Michigan Avenue, Ann Arbor, MI 48108

Phone: (734) 822-3135 • Fax: (734) 944-6103

Website: www.pittsfield-mi.gov

Office of the Supervisor

Appendix: Special Events and Parks & Recreation Programming

Special Events

- All Township Special Events have been cancelled through December 31, 2020

For information, please contact info@pittsfield-mi.gov or 734-822-3135

Parks

- All Township Parks remain open, dawn – dusk
- Public restrooms and play structures at the Parks have been re-opened
- Pavilion and athletic play field rentals have resumed, subject to adherence with safety protocols

Recreation

- Summer Day Camp will not be held this year
- Online recreational programming is being provided for youth and adult classes such as Bingo, Book Club, Creative Writing Club, and Karate. For regular updates and more information on these: <https://www.pittsfield-mi.gov/>

Indoor programming is cancelled until further notice.

For information, please contact biscornerp@pittsfield-mi.gov or 734-822-2120