



Hartland Township Reopening Safety Plan

June 3, 2020

The Hartland Township internal Safety Committee collaborated thoughts and processes related to the reopening of the Hartland Township Hall. The reopening will be launched through multiple phases while sustaining compliance with the Michigan Governors Orders. The Phases set forth in this plan are intended to maximize employee safety while sustaining appropriate levels of public service to the community.

Township Hall is currently available as a resource for employees to use as needed contingent upon the Michigan Governor's Executive Order 2020-97 indicates all work in offices must adhere to the following:

- o *Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.*
- o *Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.*
- o *Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).*
- o *Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways when social distancing cannot be sustained.*
- o *Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).*
- o *Turn off water fountains.*
- o *Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.*
- o *Provide disinfecting supplies and require employees wipe down their work stations at least twice daily.*
- o *Post signs about the importance of personal hygiene.*
- o *Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).*
- o *Institute cleaning and communications protocols when employees are sent home with symptoms.*
- o *Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.*
- o *Suspend all nonessential visitors.*
- o *Restrict all non-essential travel, including in-person conference events.*

Hartland Township remains committed to honoring the Executive Order and the safety of the Township employees. Compliance of the Executive Order is independent of the forthcoming phased Township Hall opening, and Township administration continues to monitor the situation.

The Township administration reserves the right to extend safety measures beyond that of the Executive Order and Center for Disease Control (CDC) as deemed necessary by administration.

The reopening of the Township Hall will occur in multiple phases. Staff is encouraged to provide feedback regarding conditions, and furthermore expected to alert his/her supervisor regarding any potential risks associated with changes in personal health and/or facility conditions. The following phases are intended to act as guidance towards projected conditions. The Township administration reserves the right to make changes to the phases as deemed in the best interest of the organization.

Phase I – Target Date June 17, 2020

Building - The Township Hall keycard system will be programmed to permit a limited number of access points into the facility. The main access point has been recommended to be the former Sheriff's office due to the dedicated exterior door and minimized square footage. In the event contamination is discovered, this office provides the most effective means for disinfection. Floor markings and safety notices will be posted as outlined in the Executive Order. Cubicles will be restructured to meet safer social distancing practices. Additionally, Public Works will be implementing the installation of the counter shields, social distancing notices and possible temporary floor markings as needed. Personal protective equipment will be provided for staff. Facility cleaning frequency will be adjusted as necessary to minimize potential risks. All efforts will be intended to sustain Executive Order compliance.

Staff – Staff shall be permitted to report to Township Hall as deemed necessary by each Department Director contingent upon adhering to the Executive Order. Staff will be encouraged to work remotely when feasible. A predetermined self-check-in procedure will be required for all employees each day prior to entering the facility. The expectation is staff will self-certify health through a contactless thermometer and brief health questionnaire. Further actions may be required contingent upon future Executive Orders. All staff will be provided formal instructions regarding the self-check procedures. Staff working hours will be staggered and/or flexed per Department Directors to minimize entry congestion. Staff will be encouraged to use appropriate discernment regarding face masks as a courtesy to other employees on a case by case basis. Face masks are required if social distancing cannot be sustained in areas designed for continued occupancy.

Public – Generally, the facility will remain closed to the public. Contractors providing Township services are permitted with prior notice. All contractors are required to follow CDC recommended practices while on Township property.

Phase II – Target Date June 22, 2020

Building - The Township Hall keycard system will continue to be programmed to permit a limited number of access points into the facility. The main access point will remain the same location as set determined in Phase I. Public Works will be conducting daily inspections to ensure safety measures remain in compliance. Facility cleaning frequency will continue to be adjusted as necessary to minimize potential risks. All efforts will be intended to sustain Executive Order compliance.

Staff – Staff is expected to report to Township Hall on a daily basis. Staff will be permitted to work remotely only upon prior approval of his/her direct supervisor. The expectation is all employees and departments are represented within Township Hall during normal operating hours. The self-check-in procedure outlined in Phase I will continue to be required for all employees each day prior to entering the facility. Further actions may be required contingent upon future Executive Orders. The Phase I face mask guidelines will remain in place. Staff working hours will continue to be staggered and/or flexed per Department Directors to minimize entry congestion.

Public – The Public may be permitted into Township Hall by appointment only. The vestibule will be unlocked during normal business hours for the public. A two-way intercom system will be installed to permit communication with Township Hall patrons entering the vestibule. If the patron has a prescheduled appointment with Township Staff member, said member is to meet with in the Township Hall large conference room only. If the patron does not have an appointment, contact information can be provided via two-way intercom to assist in setting appointment. This practice is intended to prohibit public entry (by appointment) beyond a predetermined boundary in the Township Hall lobby. Staff and patron(s) entering the lobby for appointments must adhere to the CDC recommendations and best practices. Upon conclusion of any meeting within the large conference room, staff will disinfect the high probable contact surfaces. Additionally, all contractors providing repairs, maintenance or improvements to the Township Hall facility are required to follow CDC recommended practices while on Township property.

Phase III – Target Date July 6, 2020

Building - The Township Hall keycard system will expand to include additional entry points to be used for repeated entry throughout the day. Staff will be required to use the dedicated entry point identified in Phase I for the initial entry of the day. Other permitted points of entry may be used for subsequent entries within the same day only.

Staff – Staff will be required to report to Township Hall on normal work week schedule. The self-check-in procedure outlined in Phase I will continue to be required for all employees each day prior to entering the facility. Staff working hours may continue to be staggered and/or flexed per Department Directors to minimize entry congestion. The expectation continues to be all employees and departments are represented within Township Hall during operating hours.

Public – The Public will continue to be permitted into Township Hall by appointment only. The vestibule will continue to be unlocked during normal business hours for the public. The two-way intercom system will continue to be used. If the patron has a prescheduled appointment with Township Staff member, said member is to meet with in the Township Hall large conference room only. If the patron does not have an appointment, Directors may, at their discretion, communicate with patrons via two-way intercom. This Phase will continue to prohibit public entry (by appointment) beyond a predetermined boundary in the Township Hall lobby. Staff and patron(s) entering the lobby for appointments must continue to adhere to the CDC recommendations and best practices. Upon conclusion of any meeting within the large conference room, staff will disinfect the high probable contact surfaces.

Additionally, all contractors providing repairs, maintenance or improvements to the Township Hall facility are required to follow CDC recommended practices while on Township property.

Phase IV – Target Date July 13, 2020

The intent of the final phase of the Township Hall reopening resumes normal operating procedures and is open to the public while following CDC guidelines. Counter screens, floor markings, and PPE will remain in place. The physical safety features will most likely remain in place. Further discussion will be required to develop less restrictive action plans once it is determined in the best interest of the staff and patrons to resume full operations. Any and all questions, comments or concerns regarding the guidance in this outline can be directed to your immediate supervisor.