



## **City of Bloomfield Hills**

### **COVID-19 Recovery and Reopening Plan**

**Implementation will continue to be subject to future Executives Orders issued by Governor Whitmer.**

## INTRODUCTION

The COVID-19 pandemic may be the greatest public health challenge that any of us have faced as individuals, organizations, or as a community. The City of Bloomfield Hills established a COVID response plan in March of 2020 with the goal to successfully coordinate, administer, and steer rapid response efforts for the organization and community. Internally, the measure of success has been the staff's ability to maintain morale and business continuity. Externally, success is measured by the level of our elected officials' community engagement and our community's ability to support ongoing public health protocols such as social distancing and sheltering in place.

In order to respond to the current state of emergency related to the novel coronavirus ("COVID-19") and to comply with relevant state and local orders related to COVID-19, the City of Bloomfield Hills has prepared the following COVID-19 Response, Reopen, and Recovery Plan. This Plan may be updated as this situation evolves, as operational and/or financial needs change, or as state or local orders related to COVID-19 are issued or amended.

## RESPOND - REOPEN - RECOVER

City staff has identified the need for a defined plan which outlines actions to take in order to open all city services while maintaining safety for both employees and citizens.

Actions have been broken down into three tiers: respond, reopen, and recover.

1. **Respond** - Immediate Mobilization (months 1-3) – A successful response to the pandemic relies heavily on 'surge' capability via technology, mutual aid agreements, communications platforms, and rapid innovation. In the first wave, city and community leaders responded quickly, establishing protocols and work schedules in conjunction with public health orders and information. If there is recidivism in the amount of COVID infections, personnel will respond with updated policies built on early successes and best practices.
2. **Reopen** – (months 4-12) – This stage imagines the community strategically and gradually reopening critical sectors like local business, schools, and municipal facilities in a way that reflects new normal social expectations like social distancing. Life must return to normal patterns, but it is the responsibility of this team to stay vigilant as the city leaves hibernation.
3. **Recover** - A broad and intensive community outreach effort is required to build a meaningful and effective recovery plan as part of the fiscal 21 budget process. The objective is to gain direct input about emergent recovery needs from multiple stakeholder profiles affected by the COVID19 pandemic.

# REOPEN

## **Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations**

Executive Order 2020-42 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e., critical infrastructure workers) or to conduct minimum basic operations.

Under Executive Order 2020-42, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order.

All City of Bloomfield Hills employees are considered critical infrastructure workers and/or workers needed to conduct minimum basic operations, unless directed otherwise.

## **EMPLOYEE RETURN TO WORK PLAN**

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees\* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or

2. The symptomatic individual receives a negative COVID-19 test.

When an employee is identified with a confirmed case of Covid-19 the department head will do the following:

1. Immediately notify the local health department, and
2. Within 24 hours, notify any coworkers, contractors, or suppliers who may have come into contact with the person with a confirmed case of Covid-19

\*The “close contact” rule does not apply to the following classes of city workers: first responders (e.g., police officers, firefighters, paramedics); as defined in MCL 722.111.

#### *Social Distancing*

- Department heads will inform employees to perform their work in such a way so as to reasonably avoid coming within 6 feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room, meeting room or lunch room shall be limited to ensure social distancing restrictions can be followed.
- Employees should remain in their assigned work area as much as possible. Employees whose job duties regularly require them to be within 6 feet of members of the public will be provided with appropriate personal protective equipment (mask and gloves) and/or physical barriers commensurate with their level of risk of exposure to COVID-19.
- Markings will be added to the floor of all public buildings indicating the direction the public should move and where they should stand to practice social distancing.

#### *Enhanced Hygiene*

- Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places for proper disposal of them.
- Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to promote good hand hygiene.

#### *Enhanced Cleaning and Disinfecting*

- Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed on a daily basis or during periods of time in which employees are in the City offices using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes or spray so that any commonly used surfaces can be disinfected before each use.
- In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the work area and/or vehicle will be thoroughly

sanitized through fuming/bombing and deep cleaned using EPS-approved disinfectants.

#### *Personal Protection Equipment*

- Staff will be required to wear masks when social distancing or separation is not possible. Masks will be available to all staff members; however, they may also wear a fabric mask of their choosing as long the fabric print does not include offensive signs, symbols, words or advertising.
- Gloves will be made available to staff and should be worn when handling items from the public such as mail, forms, and currency.
- Sneeze guards and Plexiglas shields will be installed at all public counters and desks that have public interaction within 6 feet.
- Hand sanitizing stations shall be installed at all buildings.

#### *Visitors*

- No visitors should be allowed in the workplace unless they are conducting business on behalf of the City such as to address an issue related to critical infrastructure functions.
- All contractors or vendors conducting business should either have an approved procedure in place for screening employees or shall complete a screening questionnaire. If you are scheduling meetings or visits from vendors please make sure they are aware of these requirements at the time it is scheduled.
- City business that can be handled over the phone or email should be considered. City staff can deliver needed documents to customers in the parking lot of city hall in an effort to reduce exposure.

### **CITY FACILITIES**

The reopening of the City will also be a phased plan based on the risk to the public and the City staff.

- Phase one, called "**Easing**", would partially reopen low-risk, non-critical Operations, with appropriate safety measures.
- Phase two, "**Revival**", would utilize a risk assessment tool (ie. the Governors "MI Safe Start Plan") to further open and expand non-critical operations.
- Phase three, "**Maintenance**", would allow for more person to person contact and limited gatherings.
- Phase four would be the "**New Normal**" when a vaccine and antiviral treatments are available, and there would be no restrictions on domestic travel or transportation.

#### **City Hall (City Manager's Office, Clerk's Office, Finance Office, Building Department, Ordinance Office, City Commission)**

- **Phase 1: Easing**

- City Hall will be deep cleaned and fogged by a private contractor. This will include fogging and detailing offices, meeting rooms, lobby, kitchens, bathrooms, and attic/storage areas (see attached proposal)
- City Hall will continue to be closed to the general public. The City staff at city hall may return to work with no public entry.
  - DPW crew or contractor will prepare the facility for phase 2
- Essential contact with the public will be by appointment only.
- Provide informational campaigns urging payment via dropbox or online even when doors reopen to the public.
- In preparation for Phase 2, plastic covering will be installed over the counters to limit person-to-person contact with staff and residents; x's will be added to the floors 6ft apart to prompt social distancing; additional markings may be placed on the floor to help provide direction while walking within city hall.
- Hand sanitizer stations will be maintained at all entrances. During Phase 1 all employees will enter through the rear door from the parking lot and be screened:
  - Screening criteria must include the following questions:
    - Symptom checks (fever, cough, shortness of breath, sore throat, and diarrhea). When a touchless thermometer is available, a temperature check is strongly recommended in lieu of verbal confirmation.
    - Any close contact in the last 14 days with someone with a diagnosis of COVID-19.
    - Travel internationally or domestically in the last 14 days
- Covid-19 related expenses will be tracked for potential funding reimbursement
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- **Phase 2: Revival**
  - City hall will reopen to the public by appointment only, staff will wear masks and gloves when interacting with the public; staff will continue frequent cleaning procedures. All surfaces touched by the public will be wiped down once per hour.
  - Signs encouraging social distancing and best practices will be prominently posted throughout the building and on the entrance door.
  - Hand sanitizer stations will be maintained at all entrances. During Phase 2 all employees will enter through the rear door from the parking lot and be screened:
    - Screening criteria must include the following questions (Target Solutions):
      - Symptom checks (fever, cough, shortness of breath, sore throat, and diarrhea). When a touchless thermometer is available, a temperature check is strongly recommended in lieu of verbal confirmation.
      - Any close contact in the last 14 days with someone with a diagnosis of COVID-19.

- Travel internationally or domestically in the last 14 days
- Limit capacity inside facilities by the number of appointments to provide for social distancing of residents and employees including but not limited to visual markings and signage; entrance limits and specialized hours.
- Any symptoms of Covid-19 or a suspected or confirmed diagnosis of Covid-19 shall be reported immediately to the City Manager.
- Unsafe work conditions will be reported to the City Manager
- Publish this order at entrance of the facility and to the members of the public at large by all reasonable means available.
- **Phase 3: Maintenance**
  - City Hall will reopen to the public with appropriate social distancing maintained by the use of visual markings and signage.
  - Continue hand sanitizers at all entrances
  - All surfaces touched by the public will be wiped down once per hour.
  - Weekly fumigation from Public Safety/Cleaning Company

## DPW

- **Phase 1: Easing**
  - DPW will be deep cleaned and fogged by a private contractor. This will include fogging and detailing offices, meeting rooms, kitchens, bathrooms, storage areas, tools, and vehicles (see attached proposal)
  - DPW will continue to be closed to the general public. The staff at DPW will return to work with no public entry. DPW crew or contractor will prepare the facility for Phase 2.
    - Field staff transition from on-call to staggered teams with one team reporting for duty each week day.
  - Essential contact with the public will be by appointment only.
  - Hand sanitizer stations will be maintained at all entrances.
  - During Phase 1 all employees will enter through one door and be screened:
    - Screening criteria must include the following questions:
      - Symptom checks (fever, cough, shortness of breath, sore throat, and diarrhea). When a touchless thermometer is available, a temperature check is strongly recommended in lieu of verbal confirmation.
      - Any close contact in the last 14 days with someone with a diagnosis of COVID-19.
      - Travel internationally or domestically in the last 14 days
  - Staff will wear masks and gloves when interacting with the public; staff will continue frequent cleaning procedures, All surfaces touched by the public will be wiped down once per hour.
  - Any symptoms of Covid-19 or a suspected or confirmed diagnosis of Covid-19 shall be reported immediately to your supervisor.
  - Unsafe work conditions will be reported to you supervisor.

- Covid-19 related expenses will be tracked for potential funding reimbursement
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- **Phase 2: Revival**
  - DPW staff will work with staggered teams with one team reporting for duty each week day.
  - Staff will wear masks and gloves when interacting with the public; staff will continue frequent cleaning procedures. All surfaces touched by the public will be wiped down once per hour.
  - All employees will enter through one door and be screened:
    - Screening criteria must include the following questions (Target Solutions):
      - Symptom checks (fever, cough, shortness of breath, sore throat, and diarrhea). When a touchless thermometer is available, a temperature check is strongly recommended in lieu of verbal confirmation.
      - Any close contact in the last 14 days with someone with a diagnosis of COVID-19.
      - Travel internationally or domestically in the last 14 days
  - Essential contact with the public will continue to be by appointment only
  - Signs encouraging social distancing and best practices will be prominently posted throughout the building and on the entrance door;
- **Phase 3: Maintenance**
  - Continue hand sanitizer at all entrances
  - Signs encouraging social distancing and best practices will be prominently posted throughout the building and on the entrance door;
  - All surfaces touched by the public will be wiped down once per hour.

## **Public Safety**

- **Phase 1: Easing**
  - Public Safety will be deep cleaned and fogged by a private contractor. This will include fogging and detailing offices, meeting rooms, kitchens, bathrooms, dorms, attic/storage areas, tools, and vehicles (see attached proposal)
  - Public Safety will remain open, however, we encourage the community to call ahead before physically visiting at 248-644-4200. Additionally, Public Safety will now take reports over the phone for non-emergency or no suspect type incidents.
  - During Phase 1 all employees will enter through one door and be screened:
    - Screening criteria must include the following questions (Target Solutions):
      - Symptom checks (fever, cough, shortness of breath, sore throat, and diarrhea). When a touchless thermometer is available, a temperature check is strongly recommended in lieu of verbal confirmation.

- Travel internationally or domestically in the last 14 days
  - Health screenings will be conducted three times per 24 hour shift or two times for 8/12 hours shifts.
- The entire station will be sanitized three time per day including flat surfaces, touch points, and high traffic areas.
- Any symptoms of Covid-19 or a suspected or confirmed diagnosis of Covid-19 shall be reported immediately to the shift Commander.
- Unsafe work conditions will be reported to the shift Commander
- Covid-19 related expenses will be tracked for potential funding reimbursement
- **Phase 2; Revival**
  - Staff will wear masks when interacting with the public; staff will continue frequent cleaning procedures.
  - Signs encouraging social distancing and best practices will be prominently posted throughout the building and on the entrance door;
    - Screening criteria must include the following questions:
      - Symptom checks (fever, cough, shortness of breath, sore throat, and diarrhea). When a touchless thermometer is available, a temperature check is strongly recommended in lieu of verbal confirmation.
      - Any close contact in the last 14 days with someone with a diagnosis of COVID-19.
      - Travel internationally or domestically in the last 14 days
- **Phase 3; Maintenance**
  - The Public Safety lobby will reopen to the public with appropriate social distancing maintained by the use of visual markings and signage.
  - Continue hand sanitizer at all entrances
  - All surfaces touched by the public will be wiped down once per hour.

It is important to emphasize that all facets of the Recovery and Reopening Plan are subject to change without notice based upon operational, financial and health-related needs and recommendations from the County, State, or Federal level.