

# STRATEGY



## **CITY OF OAK PARK** **COVID-19 Preparedness** **and Response Plan**

May 2020



# CITY OF OAK PARK

## OFFICE OF THE CITY MANAGER

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Solomon Radner  
Regina Weiss  
Julie Edgar  
**City Manager**  
Erik Tungate

**TO:** All Employees of The City of Oak Park  
**DATE:** May 15, 2020  
**RE:** **COVID-19 RECOVERY STRATEGY**

Over the past few months, we've all been tested – personally and professionally – as we faced the most challenging public health crisis of our lifetimes. The COVID-19 pandemic tore through our community with little warning and changed the way we live and work.

I'm proud to say, however, that Oak Park has the best team of professionals in the state of Michigan! Every one of us who could, adapted quickly, moving from dependence on an office environment to working remotely from the safety of our homes.

Our Public Safety officers and DPW workers were swift to adopt appropriate safety precautions, which allowed them to continue serving the public as directly as possible. Our Economic Development and Communications teams immediately strategized on the best ways to communicate with our residents and staff, from public council meetings by videoconference to remote support for our local business owners.

And, our back-office staff represents the heartbeat of our organization. Each of our departments – Finance, Human Resources, the City Clerk, Treasury & Assessing, the Code Enforcement and Building Division, Recreation, and the Library – contributed significantly to our ability to continue serving the community during the mandated closure.

### **Emerging from the Lockdown**

As we approach the end of Michigan Governor Gretchen Whitmer's Stay home, Stay Safe order, it's imperative that we move forward with an effective and efficient plan for reopening City Hall and the courts. Our number one priority is to maintain everyone's safety and health.

The following COVID-19 Preparedness and Response Plan is designed to provide staff with clear direction on how we will phase in our return to the buildings, as well as how we'll handle such issues as physical safety, visitation, and remote work. Please review the document in its entirety. Should you have any questions, feel free to contact your supervisor, Human Resources, or my office.

Thank you for your commitment to making Oak Park the best in the state for Community, Culture, and Commerce.

Yours truly,  
*Erik Tungate*

## TABLE OF CONTENTS

INTRODUCTION .....	PAGE 1
PREPAREDNESS AND RESPONSE PLAN PHASES .....	PAGE 1
ESSENTIAL WORKERS NECESSARY TO PERFORM CRITICAL INFRASTRUCTURE FUNCTIONS OR CONDUCT MINIMUM BASIC OPERATIONS .....	PAGE 1
CLASSIFICATION OF WORKERS EXPOSURE .....	PAGE 2
COVID-19 SPREAD AND SYMPTOMS .....	PAGE 3
EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19 CASES .....	PAGE 4
LEAVE TIME .....	PAGE 5
REMOTE WORK .....	PAGE 5
SCREENING BEFORE ENTERING THE WORKPLACE .....	PAGE 6
SOCIAL DISTANCING .....	PAGE 6
HYGIENE AND PERSONAL PROTECTION EQUIPMENT (PPE) .....	PAGE 6
ENHANCED CLEANING AND DISINFECTING .....	PAGE 7
VISITORS .....	PAGE 7
EMERGENCY COMMUNICATION PLAN .....	PAGE 8

**APPENDICES**

EMERGENCY PANDEMIC QUESTIONNAIRE - APPENDIX A ..... PAGE 9

COVID-19 WORK ARRANGEMENT POLICY - APPENDIX B ..... PAGE 10

SAMPLE WORK LOG - APPENDIX C ..... PAGE 14

FAMILIES FIRST CORONAVIRUS RESPONSE ACT- APPENDIX D ..... PAGE 15

DEPARTMENTAL SPECIFIC RETURN TO WORK PLANS - APPENDIX E ..... PAGE 17

    CITY CLERK’S OFFICE ..... PAGE 18

    FINANCE ..... PAGE 19

    PUBLIC SAFETY ..... PAGE 20

    DEPARTMENT OF PUBLIC WORKS ..... PAGE 21

    TECHNICAL AND PLANNING DEPARTMENT ..... PAGE 22

    RECREATION DEPARTMENT ..... PAGE 23

    LIBRARY DEPARTMENT ..... PAGE 24

    CITY MANAGER’S OFFICE ..... PAGE 25

OTHER RESOURCES - APPENDIX F ..... PAGE 26

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

### INTRODUCTION

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe, and in some cases can be fatal. In order to respond to the current state of emergency related to COVID-19 and to comply with relevant state and local orders, the City of Oak Park has prepared the following COVID-19 Preparedness and Response Plan ("Plan"). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

### PREPAREDNESS AND RESPONSE PLAN PHASES

***Phase 1 - Throughout the duration of the State's Stay Home, Stay Safe Order*** - All City buildings are closed to the public except Public Safety. Visitors are allowed if absolutely necessary, and by appointment only. Before entering the building, visitors must wear Personal Protection Equipment (PPE) and complete an emergency pandemic questionnaire (Appendix A). All employees whose job duties reasonably allow them to telework, will work remotely. All City events and activities are canceled or postponed unless otherwise ordered by City Council. City Boards and Commissions are encouraged to meet virtually or postpone meetings.

***Phase 2- The first week the State's Stay Home Stay Safe Order is lifted*** - All City buildings are closed to the public except Public Safety. Visitors are allowed if absolutely necessary, and by appointment only. Before entering the building, they must wear PPE and complete an emergency pandemic questionnaire (Appendix A). Employees will be brought back into the work place on a staggered schedule and provided the training needed to adhere to the City's enhanced safety measures. All City events and activities are canceled unless otherwise ordered by City Council. City Boards and Commissions are encouraged to meet virtually or postpone meetings.

***Phase 3 - The second week after the State's Stay Home Stay Safe Order is lifted, lasting until further notice*** - The City will continue to follow all recommendations and guidelines provided by the Centers for Disease Control (CDC), and the State and County health departments, along with best practices. All City buildings will be open to the public, with safety precautions in place to protect the health of staff and residents. All City employees will perform in-person work activities unless otherwise designated by the City Manager. The City's large seasonal events are canceled through August 1. City Boards and Commissions are encouraged to meet virtually until further notice.

### ESSENTIAL WORKERS NECESSARY TO PERFORM CRITICAL INFRASTRUCTURE FUNCTIONS OR CONDUCT MINIMUM BASIC OPERATIONS

The current relevant executive order requires that no person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except (1) to the extent those workers are necessary to sustain or protect life, (2) to conduct minimum basic operations, or (3) to conduct a resumed activity within the meaning of the executive order. Currently all City of Oak Park employees with the exception of certain Recreation and Library Department employees fall within the three (3) listed categories.

For purposes of this document critical infrastructure workers are those workers described by the Director of the U.S. Cybersecurity and Infrastructure Security Agency in his guidance of March 19, 2020 on the COVID-19 response. Any subsequent guidance document released by the same agency is not adopted. Workers who are necessary to conduct minimum basic operations are those workers who's 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.

City of Oak Park employees identified as critical infrastructure workers or workers who are necessary to conduct minimum basic operations during the "Stay Home, Stay Safe" executive order are expected to be available to perform in-person activities during their normally scheduled workweek as determined necessary by the department director. In-person work is to be performed consistently with the social distancing and other mitigation measures required under any relevant executive order, public health order or City policy.

## **CLASSIFICATION OF WORKERS EXPOSURE**

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2 or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2. OSHA has divided job tasks into four risk exposures levels: very high, high, medium and lower risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

***Very High Exposure Risk*** – Jobs with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

Healthcare workers (e.g. doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g. intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.

Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients. (e.g., manipulating cultures from known or suspected COVID-19 patients.)

Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having COVID-19 at the time of their death.

***High Exposure Risk*** – Jobs with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

Healthcare delivery and support staff (e.g., doctors, nurses and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients.

Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.

Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

**Medium Exposure Risk** – These Jobs include those that require frequent and/or close contact with (i.e. within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Workers in this risk group may have frequent contact with travelers from areas without ongoing community transmission, who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings)

**Lower Exposure Risk (Caution)** – Jobs that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public.

Following OSHA Standards for classifying workers' exposure, City of Oak Park employees have been categorized at a lower exposure risk (caution).

Public Safety Officers, may temporarily be categorized differently when performing duties in areas where there is ongoing community transmission during contact with the general public in a high-population-density environment, or when acting as medical transport workers moving known or suspected COVID-19 patients in enclosed vehicles.

## **COVID-19 SPREAD AND SYMPTOMS**

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors and others at a worksite. The virus is thought to spread mainly from person-to-person, including between people who are in close contact with one another. We do not know exactly how long is necessary for close contact to occur, but it is thought to be between 10-30 minutes. Examples of close contact include:

- Caring for, living with or visiting someone who has COVID-19
- Being near someone who has COVID-19 in a confined space if that person is not wearing a mask
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed or sneezed on)
- Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e. experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of asymptomatic transmission, but this is also not thought to be the main way the virus spreads.

If you develop symptoms associated with COVID-19 please stay home, call Human Resources, and contact your healthcare provider right away. Likewise, if you come into close contact with someone showing the listed symptoms, call Human Resources and contact your healthcare provider right away.

Employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever of 100.4 degrees Fahrenheit or higher (as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available); or
- Cough (excluding chronic cough due to a known medical reason other than COVID-19); or
- Shortness of breath; or
- At least 2 of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell and/or diarrhea (excluding diarrhea due to known medical reason), and extreme fatigue.

An affirmative response to the screening questions above requires the employee to be excluded from working onsite for at least 72 hours with no fever (that is three (3) full days of no fever without use of medicine that reduces fevers) AND other symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least 10 days have passed since your symptoms first appeared. Please visit the CDC and Oakland County Michigan Health Division webpages for a complete list of symptoms, as they may be updated.

#### **EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19 CASES**

***Suspected Cases*** - An employee will be considered to have a Suspected Case of COVID-19 if they:

- Are experiencing the symptoms as listed above; or
- Have travelled internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside of Michigan (commuting is defined as traveling between one's home and work on a regular basis.)
  - An affirmative response requires the employee to be excluded from working onsite 14 days following travel unless that travel was due to commuting from a home location outside of Michigan
  - Exceptions include necessary workers engaged in travel related to supply chain and critical infrastructure.
- Had close contact in the last 14 days with someone with a diagnosis of COVID-19
  - An affirmative response requires the employee to be excluded from working onsite 14 days after the last exposure to the person with COVID-19, per the Centers for Disease Control and prevention (CDC)
  - Exemptions include health care institutions, public health functions, pharmacies and other entities that are involved in the mitigation of risk during this pandemic.

If an employee believes they qualify as a Suspected Case of COVID-19, they must remain outside of the workplace, contact Human Resources at (248) 915-5694 or (248) 691-7403 and seek immediate medical care or advice.

***Confirmed Cases*** - An employee will be considered a Confirmed Case of COVID-19 if they have tested positive for COVID-19. The employee must immediately notify Human Resources at (248) 915-5694 or

(248) 691-7403; and remain outside of the workplace until cleared to return to work. If an employee qualifies as a Confirmed Case the City of Oak Park will:

- Notify all employees, contractors, or suppliers who may have come into contact with that person.
- Notify the local public health department.
- Not disclose the identity of the employee to ensure the individual's privacy and all HIPPA laws are observed.
- Ensure the affected parts of the work place are thoroughly cleaned and disinfected following all CDC and OSHA protocols.
- If necessary, close the work area for the required cleaning and disinfecting while communicating the details of the process to affected employees.

Furthermore, if the City learns that a visitor (including contractors, vendors, and residents) with a confirmed case of COVID-19 has visited the office all employees will be notified and appropriate precautions will be taken.

## **LEAVE TIME**

The City is aware of workers' concerns about pay, leave, safety, health and other issues that may arise during infectious disease outbreaks and recognize that informed workers who feel safe at work are less likely to be unnecessarily absent. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors and others at the workplace. Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Any onsite employee who appears to have COVID-19 symptoms may be separated from other employees and sent home.

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act (FFCRA), (Appendix D) the City of Oak Park's applicable vacation, sick and personal time policies as well as applicable bargaining agreements.

If an employee needs time off not related to COVID-19, the normal procedures to request time off as outlined in the City Policy and Procedure Manual and applicable bargaining agreements must be followed. It is important employees understand the City is following the guidance on travel as recommended by the CDC, Oakland County Health Department, and applicable executive orders. We will continue to monitor guidelines and will modify requirements when appropriate.

## **REMOTE WORK**

**Phase 1 - Throughout the duration of the State's Stay Home, Stay Safe Order** – All employees who are not essential to operations, and whose job duties reasonably allow them to telework, will work remotely. Equipment and software needed for telework should be coordinated with the department director and the IT department. Employees are expected to perform the same volume of work that they would otherwise perform with some exceptions for rotating shifts. Please refer to Appendix C for a sample work log.

**Phase 2 - The first week the State's Stay Home, Stay Safe Order is lifted** - All employees will be brought back into the workplace using a staggered schedule process unless otherwise directed by the City

Manager. (See Appendix B & E) Training on the enhanced safety measures the City is taking to ensure the safety of employees and the public must occur on the first day the employee returns to the workplace.

**Phase 3 - The second week after the State's Stay Home Stay Safe Order is lifted** - All remote work has ended unless approved by the City Manager.

### **SCREENING BEFORE ENTERING THE WORKPLACE**

The City will conduct a daily entry screening protocol at designated entry points for workers, contractors and suppliers, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with a temperature screening. See Appendix E for designated entry points.

Individuals will be required to adhere to the social distancing markers while in line, use gloves while handling the temperature monitoring device, sanitize the device before and after use, and record results on the emergency pandemic questionnaire (Appendix A).

If an employee has a new onset of fever of greater than or equal to 100.4 degrees Fahrenheit or answers yes to any question during the screening process, he or she is not permitted to enter the worksite and must call Human Resources immediately.

### **SOCIAL DISTANCING**

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six 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. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone or video conferencing, unless otherwise approved by the City Manager (for those approved by the City Manager face coverings must be used).
- The number of employees permitted in any breakroom or lunchroom shall be limited to ensure social distancing restrictions can be followed. Employees will stagger breaks and lunches, if practicable, to reduce the size of any group at any one time. A staggered schedule will be provided by the department director. Tables, chairs, and other objects (i.e. water tank) will be removed or repositioned to allow six foot spacing in lunchrooms and breakrooms.
- Number of employees allowed in any restroom at one time will be limited to one. Vacant/In-Use signage will be posted on doors and must be used upon entering and exiting.
- Separate workplace entry and exit points for team members will be established and be equipped with all materials necessary for daily screening.

### **HYGIENE & PERSONAL PROTECTION EQUIPMENT (PPE)**

The City is dedicated to providing resources and a work environment that promotes good personal hygiene:

- Employees will be provided with access to places to wash their hands and are instructed to wash their hands or use hand sanitizer frequently. Signs regarding proper hand washing methods will be posted throughout the workplace.
- Cover your mouth when coughing and sneezing. Employees will be provided with access to tissues and places to properly dispose of them.
- Avoid touching your face.
- Hand shaking is prohibited to ensure good hand hygiene.
- All employees who are medically able must wear a face covering provided by the City, when they enter the building, are interacting with the public, are unable to abide by the 6 ft social distancing rule, and when they are utilizing shared work areas (i.e. walking to the bathroom, kitchen, copier). Face coverings may be removed when an employee is alone at their work station.
  - A facial cover includes any covering which snugly covers the face and mouth, whether store bought or homemade, and which is secured with ties or ear loops. Examples of compliant homemade masks may be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/div-cloth-face-coverings.html>.
  - Persons should not utilize N95 rated masks or surgical masks, as those are critical supplies for healthcare workers, police, fire, emergency management, or other persons engaged in life/saving activities.
- All water fountains will be disabled

## **ENHANCED CLEANING AND DISINFECTING**

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed by the employee daily using products containing EPA-approved disinfectants. Employees will be provided with access to these disinfectants, including disposable disinfectant wipes and gloves when available. Employees are required to wipe down their work stations at least twice daily.

Commonly used surfaces (i.e. copier, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) must be wiped down by the employee before and after each use. Employees must not share individual tools and equipment. To the extent tools must be shared, employees must use disinfectant wipes to clean tools and equipment before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.

## **VISITORS**

The restrictions concerning visitors entering City buildings will be different based on the precautions necessary in each of the phases.

***Phase 1 and 2 - Throughout the State's Stay Home, Stay Safe Order and the first week the Order is lifted***  
- All City buildings are closed to the public except Public Safety. Non-City employees are only allowed in City buildings if absolutely necessary, and by appointment only. Visitors who are medically able will be

required to wear face coverings upon entering any City building and before being allowed to transact business. In the event a visitor does not have a face covering one will be provided.

**Phase 3 - The second week after the State's Stay Home Stay Safe Order is lifted and lasting until further notice** - All City buildings will be open to the public, with safety precautions in place to protect the health of staff and residents. The City will continue to follow recommendations and guidelines provided by the CDC, State and County Health Departments, and best practices. Visitors who are medically able will be required to wear face coverings upon entering any City building and before being allowed to transact business. In the event a visitor does not have a face covering, one will be provided. Social distancing will be strictly enforced. Public health signage will be installed in any rooms that the public gathers. All restrooms will encourage handwashing and be equipped with access to disinfectants to be applied before and after use. Number of people allowed in any restroom at one time will be limited to one. Vacant/In-Use signage will be posted on the door and must be used upon entering and exiting.

#### **EMERGENCY COMMUNICATION PLAN**

All communications will be funneled through the City Manager's office. The City Manager, the Human Resources Department and the Communications Department have implemented a communication plan to publicize important messages to employees and constituents. The City will continue to collaborate with workers to designate effective means of communicating important COVID-19 information.

**APPENDIX A**

**EMERGENCY PANDEMIC QUESTIONNAIRE**

This questionnaire, including confirmation of a lack of fever, is required daily for all individuals working in City buildings until further notice.

Name: \_\_\_\_\_  
(Please Print)

The Oakland County Health Division has determined that controls are necessary to reduce transmission of COVID-19 to protect the public's health. Please check YES or NO to the following questions at the start of work and prior to entering any City of Oak Park facility.

YES	NO	QUESTION
_____ / _____		Do you have a fever of 100.4 degrees Fahrenheit or higher (as measured by a touchless thermometer? The reading must be recorded_____.
_____ / _____		Do you have symptoms, including but not limited to the following: (1) Cough (excluding chronic cough due to a known medical reason other than COVID-19), (2) Shortness of breath, (3 )or at least 2 of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell and/or diarrhea (excluding diarrhea due to known medical reason), and extreme fatigue.
_____ / _____		In the past 14 days have you had any close contact with someone diagnosed with COVID-19?
_____ / _____		In the past 14 days have you traveled internationally or outside of Michigan, excluding commuting from a home location outside of Michigan? (Commuting is defined as traveling between one's home and work on a regular basis.)

If you answered yes to any of these questions DO NOT ENTER THE BUILDING, contact Human Resources immediately.

Thank you for your cooperation.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## APPENDIX B

### COVID-19 WORK ARRANGEMENT POLICY

During the COVID-19 pandemic, the City of Oak Park is working hard to ensure that we are providing our residents with the excellent public services they have come to expect, while keeping staff and the public safe. This means that many of our staff members will be working from home in some capacity. This policy will only be in place temporarily, as we are dealing with the COVID-19 pandemic.

#### Work Schedules

In order to comply with the State's "Stay Home, Stay Safe" executive order and to support social distancing for essential staff, it has become necessary to limit staff working within the City building(s) where possible. All employees who are not essential to operations, and whose job duties reasonably allow them to telework, will work remotely. With the City Manager's approval, each department director, will determine which employees will work from home, and the appropriate schedule for each Phase.

**Phase 1 - Throughout the duration of the State's Stay Home, Stay Safe Order** - All employees who can do so will work from home, including employees who answer phone calls from the public. Only those staff members essential to operations, whose tasks cannot be completed at home will report to work.

**Phase 2 - After the State's "Stay Home, Stay Safe" order is lifted** - employees will be brought back into the workplace while buildings continue to be closed to the public for one week. Each department will determine a staggered schedule for integration of employees back into the workplace during that week.

To ensure the safety of the staff each department will configure their work spaces in order to adhere to social distancing protocols within the workplace, wherever possible. All materials and equipment necessary for the work space changes must be coordinated through the Director of Facilities. Training that covers the City's enhanced safety precautions and policies (following guidelines from the State and County Health Departments and the CDC) will be coordinated through Human Resources and provided to employees.

**Phase 3 - The second week after the State's Stay Home Stay Safe Order is lifted** - the City will open to the public. Safety measures and certain restrictions concerning visitors will be put into place for the safety of employees and visitors. All City employees will be expected to work full time in the workplace unless otherwise approved by the City Manager. Staff will continue to adhere to the enhanced safety precautions and policies until further notice.

Any employee concerned for their health in the workplace must notify Human Resources to discuss their options. The City will take any necessary and reasonable actions to accommodate such individuals.

For any employee working from home, an agreed upon schedule must be attached to the Telecommuting Agreement. For non-exempt employees it is imperative that the number of hours they are expected to work is explicitly spelled out in the schedule. An employees' lunch break should be listed in this schedule, as they are not expected to be available during that time. No employee is to work overtime unless they receive written pre-approval from their department director. Directors must have all overtime approved by the City Manager, except in emergency situations.

It is important to note that workers will receive full pay only if they are ready and available for work. Employees working from home must be prepared to perform in-office work if requested. If an employee is not available to work for reasons related to COVID-19 they must immediately contact the Human Resources Department. Pay may be available under the Families First Coronavirus Response Act (FFCRA) (Appendix D). If an employee is sick for reasons not related to COVID-19 or if an employee needs a day off, the appropriate time off banks must be used. You and your department director should work with HR to determine appropriate use if there are any questions.

### **Telecommuting, Technology and Supplies**

Department directors must work with the employee to determine what supplies, City assets and software are needed while performing telework.

For employees who do not have a City laptop, they shall receive a laptop, or agree to use their own personal laptop. For those working from a personal laptop, they must work with the IT director to ensure all the necessary security elements are in place before accessing City files and software.

The City has transitioned to Office 365 which is a cloud-based business platform and can be accessed by visiting [www.office.com](http://www.office.com). All critical applications live here: Outlook (email and calendar), One Drive, SharePoint, Teams, Microsoft Word, Excel, etc. All employees who are teleworking must have an appropriate multi factor authentication set up on their Office 365 account, so that they are able to successfully connect to the City's Office 365 files. They must also ensure they can successfully log into any necessary software systems remotely (e.g. BS&A).

If an employee has a technology issue while working from home, they are expected to reach out to the IT department immediately via Microsoft Teams or by telephone.

### **Communication Expectations**

Employees who are working from home are expected to be available and accessible during business hours. Communication expectations may be amended by the department director, but unless otherwise amended the expectations are as follows:

1. While working from home the employee is to be logged into Microsoft Teams at all times during business hours. This provides a tool to quickly and easily communicate and share information with other employees.
2. Direct work lines must be forwarded to a cellular phone provided by the City where needed, and all employees working from home should be available via that number during business hours. If an employee working from home misses a phone call, they are expected to return that call to other staff members within one (1) hour, and to residents by the end of the business day.
3. Employees are expected to respond to emails in a timely manner and no later than the end of the business day.
4. Employees are expected to be available for virtual meetings during business hours, and are expected to utilize their camera.
5. Employees and supervisors are to agree on a schedule and means to communicate on a regular basis (i.e. daily, weekly phone calls or virtual meetings). This schedule must also be attached to the telecommuting agreement.

## **Virtual Meeting Expectations**

While meetings are being conducted virtually, often from an employee's home, it is important that office etiquette is maintained. A set of guidelines below have been provided to ensure the utmost professionalism by participating employees on all virtual meetings.

1. To the extent possible, all outside distractions and sounds shall not interfere with a meeting. Employees are expected to participate in virtual meetings from a place that limits these distractions.
2. If the employee has a camera on their device, they are expected to use it, and are prohibited from using only sound.
3. Employees are expected to abide by the City dress code during virtual meetings.
4. Working from home is not a substitute for child care. Make sure you can work rather than care for the children.
5. Make sure you look presentable and alert during video calls and be mindful of your body language and facial expressions.
6. Don't eat during the meeting.
7. Be prepared with talking points and stick to the agenda.

## **Reporting**

All employees must share a report with their supervisor at the end of every week that includes the schedule and hours worked, and tasks completed. A sample work log can be found in Appendix C.

(Agreement on next page)

**TELECOMMUTING AGREEMENT**

I, \_\_\_\_\_ the undersigned employee of the City of Oak Park, hereby acknowledge, agree and understand:

1. When I am away from the office teleworking, I must comply with all organizational rules, policies, and procedures, including those listed in the Telecommuting Policy.
2. That my compensation, benefits, and work responsibilities will not change due to the telework arrangement.
3. My teleworking schedule (attached), and that it will not significantly change without the approval of my supervisor.
4. That if I am eligible for overtime pay, I must get advance approval from my supervisor to work overtime while teleworking.
5. That while teleworking, it is my responsibility to:
  - Maintain a safe work environment.
  - Protect any company equipment in my possession.
  - Safeguard confidential work-related information.
  - Not hold business visits or in-person meetings with business affiliates or coworkers at my home telework site.
  - Follow the schedule (attached) that outlines how and when I must report to my supervisor.
  - Submit a log on a form developed by the department director at the end of each week of telework.

I accept the responsibility to read, understand, and follow the policies, practices, rules, and regulations as outlined in the Telecommuting Policy.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Oak Park Representative

\_\_\_\_\_  
Date

**APPENDIX C**  
**SAMPLE WORK LOG**

<b>Start Date</b>	<b>Task/Responsibility</b>	<b>Start Time</b>	<b>% Complete</b>	<b>Projected Completion Date</b>

## APPENDIX D

### FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020. The City of Oak Park will provide assistance to employees on their responsibilities and rights under the FFCRA.

**"Paid Sick leave"** - Means paid leave under the emergency Paid Sick leave Act

**"Expanded Family and Medical leave"** - means paid leave under the Emergency Family and Medical leave Expansion Act

If you have a qualifying condition related to COVID-19, you may be eligible to receive up to 12 weeks of paid leave time under the Families First Coronavirus Response Act (FFCRA). Contact Human Resources to apply.

The reasons for the leave include:

1. Subject to quarantine or isolation order,
2. Advised by a health provider to self-quarantine,
3. Experiencing symptoms and seeking diagnosis,
4. Caring for someone that falls into one of the first three categories, or
5. Caring for a child whose school is closed or care provider is unavailable.

Under the Paid Leave Provisions of the Act you could receive:

- 10 days at full pay for reasons (1) thru (3) above; payment not to exceed \$511 day; \$5,110 in total.
- 10 days at 2/3rd pay if caring for someone under reasons (1) thru (5) above.
- Also available to part-time employees prorated for hours normally worked.

Under the EFMLA Provisions of the Act you could receive:

- 10 weeks at 2/3rd pay - not to exceed \$200 day; \$12,000 per person.

To substantiate eligibility for paid sick leave or EFMLA please submit a written request in which the employee provides:

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
4. A statement that the employee is unable to work, including by means of telework, for such reason.

In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the healthcare professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

## APPENDIX E

### DEPARTMENTAL SPECIFIC RETURN TO WORK PLANS

***Workers entering Occupied Buildings and Home*** - (This information should be observed by all departments where applicable.)

Construction, maintenance, and other necessary activities within occupied homes, office buildings, and other establishments, present unique hazards with regard to COVID-19 exposure. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.

Workers who perform work traditionally and primarily performed outdoors, including but not limited to forestry workers, outdoor power equipment technicians, parking enforcement workers and outdoor workers at places of outdoor recreation not otherwise closed by any executive order, workers in the construction industry, including workers in the building trades (plumbers, electricians, HVAC technicians and similar workers may resume activities effective at 12:01am on May 7, 2020 by Executive Order 2020-77 provided that any showings, inspections, appraisals, photography or videography, or final walk-throughs must be performed by appointment and must be limited to no more than four people on the premises at any one time. No in-person open houses are permitted. Additionally, resumed activities are subject to the enhanced social distancing rules which include:

- Prohibits gatherings of any size in which people cannot maintain 6-foot distance from one another.
- Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain 6 feet of distance from one another.
- Provide personal protection equipment such as gloves goggles face shields and face masks as appropriate for the activity being performed.
- Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough disinfectant of tools, equipment and frequently touched surfaces.

## ***City Clerk's Office***

### Schedule -

1. City Clerk (Ed Norris) to report on the first date the Stay Home, Stay Safe executive order is lifted.
2. Assistant City Clerk (Mark Hotz) on the first date the Stay Home, Stay Safe executive order is lifted and be stationed in City Manager's office.
3. Deputy City Clerk (Lisa Vecchio) to continue working from Home on the first and second day after the Stay Home, Stay Safe executive order is lifted and return on the 3rd day.

### Department Specific Staff Procedures -

1. Designated Entry/Exit points: Two western back doors at City Hall.
2. Install temporary plastic barrier between front work stations.
3. Staff to use plastic gloves when processing mail then use hand sanitizer or wash hands.
4. Use plastic gloves when retrieving items from lock box then sanitize key for next use.
5. Limit access to clerk storage to one person at a time.

### Public Access -

1. Staff to monitor and regulate the social distancing of customers in the lobby area.
2. One-way traffic established in the lobby by entering the front door and exiting through door near the west conference room.
3. Clean and rotate public pens at counter.
4. Direct all City Hall delivery to the City Manager's Office if Clerk counter is occupied.
5. Signage
  - a. Social distancing marks identified on floor in lobby.
  - b. Enhanced signage to encourage election mail to be placed in outside lock box.
  - c. Visitor traffic flow directional floor arrows.

## **Finance**

### Schedule –

1. The Finance Department has requested the management staff return to in-office work effective 05/04/2020.
2. Staff working on Budget will be in the office everyday working on Budget (myself, Carl, Karen)
3. Staff not included in item 2 above will continue to rotate through the end of the Stay Home, Stay Safe executive order; Payroll and Accounts Payable personnel will function only during those respective processing weeks.
4. Continue to rotate the Finance Clerks during the Stay Home, Stay Safe executive order.
5. Once the Stay Home, Stay Safe executive order has ended staff will return to work utilizing a staggered schedule the first week.

### Department Specific Staff Procedures -

1. Designated Entry/Exit points: Two western back doors at City Hall.
2. Staff to use plastic gloves when completing processes involving cash and checks, then use hand sanitizer or wash hands.
3. Physical workplace changes – use of barriers when spacing cannot be increased (shield separators) between workstations and counter.
4. The cubicle next to the counting station will be designated as the place for those who are dropping off money to stand. They will place the bag on the counter, and then proceed to stand in the cubicle where they can watch the money being counted in the counting station.
5. One team member at a time in Vault.
6. Signage placed at entry of the vault indicating one person at a time.

### Public Access -

1. Staff to monitor and regulate the social distancing of customers in the lobby area.
2. One-way traffic established in the lobby by entering the front door and exiting through door near the west conference room.
3. Clean and rotate public pens at counter.
4. Signage
  - a. Social distancing marks identified on floor in lobby.
  - b. Visitor traffic flow directional floor arrows.
  - c. Additional signage encouraging customers to drop payment in drop box if paying by check.

***Public Safety (Civilian Employee Protocol)***

Schedule –

Personnel assigned to the Public Safety Department in the specified category are all performing in-office work.

Department Specific Staff Procedures -

1. Designated Entry/Exit points: Back western entrance of City Hall (the kitchen)

Public Access –

1. Signage
  - a. Social distancing marks identified on floor in lobby.
  - b. Signage indicating that face masks must be worn at all times within the building.

## ***Department of Public Works***

### Schedule -

1. Employees will be divided into two “shifts” to stagger start, break, lunch, and end times to limit exposure. One shift will start at 7:00am, have an 11:00am lunch, and leave at 3:30pm, whereas the second shift will start at 7:30am, have a noon lunch, and leave at 4:00pm.
2. Currently all employees are physically reporting daily as shown with the exception of the administrative clerk II. She has been taking all calls and doing most of her normal tasks (payroll/AP) from home. She will return to in-office work a couple of days during the week before reopening to the public to acclimate her to the environment. The Director and Deputy Director are also leaving open the option to alternate and work from home as needed to reduce the number of people present in the office space until the full opening of the DPW Service Center.

### Department Specific Staff Procedures -

1. Designated Entry/Exit point: The employee entrance at the west side of the building.
2. Employee workstations are all spaced so that a six-foot distance is achieved during normal work activities. A “sneeze guard” will be installed between the counter where employees sign in and the administrative clerk’s desk.
3. Each employee will drive a separate vehicle to their worksite. When working in teams, they will make every effort to keep six feet apart and will be required to wear face coverings.
4. Limit occupancy to a maximum of one employee at any table in the lunch room for assignments, lunches, breaks, etc.
5. Hand sanitizer dispensers will be placed in all city vehicles.
6. Blue tape in the form of an “X” has been placed at several areas to show proper distancing, including the coffee station, vending machine, and time clock.
7. All City vehicles will be wiped down daily.

### Public Access -

1. An additional “sneeze guard” will be installed at the main counter to separate staff from the visiting public.
2. Only one customer allowed in the lobby at a time.
3. Signage
  - a. Social distancing marks identified on floor in lobby.
  - b. Signage indicating that face masks must be worn at all times within the building.
  - c. Signage indicating that only one customer is allowed in the lobby at a time.

### ***Technical and Planning Department***

Schedule – Staff will arrive on a staggered start time schedule of either 7:50am or 8:10am. Employees will practice six feet distancing when exiting the building for the day.

The following individuals are already working daily to cover inspections: Jeffrey Wren, Jennifer Wilson, Danfred Samuel.

Once the Stay Home, Stay Safe executive order has ended a staggered return to in-office work schedule will be implemented. Kim Marrone, Robert Barrett, Joseph Jenkins, Shawn Hairston, Roberta Kargol will return the first day. Dan Fairless, Toni Christofel, Gregory Childs, Dana Hecker, Rachael Haynes will return on day 3.

#### Department Specific Staff Procedures -

1. Designated Entry/Exit point: All employees will enter at Recreation Center Room “C” at the west side of the building.
2. Stagger employee workstations and install “sneeze guards” between cubicles.
3. Limit occupancy to a maximum of three employees at any time in the breakroom for lunches, breaks, etc.
4. Hand sanitizer dispensers will be placed in all city vehicles.
5. Departmental coffee station will remain closed.
6. All City vehicles will be disinfected daily.
7. Provide sneeze shields between the short cubical and at the front counter.

#### Public Access -

1. Only one customer allowed at the counter at a time.
2. Maximum of five customers in line at any time. Staff to monitor and regulate the social distancing of customers in the lobby area.
3. Signage
  - a. Social distancing marks identified on floor in lobby. The line will go from the counter eastward toward library.
  - b. Visitor traffic flow directional floor arrows.
  - c. Signage indicating that face masks must be worn at all times within the building.
  - d. Signage indicating that only one customer is allowed at the counter at a time.
  - e. Signage directing customers to exit out the front doors.

## ***Recreation Department***

### Schedule –

Full time Recreation Staff (Currently Laurie and Maralee) will return to work once the Stay Home, Stay Safe executive order is lifted and arrive each day after the second group of Technical & Planning employees check in for the day.

### Department Specific Staff Procedures -

1. Designated Entry/Exit point: All employees will enter at Recreation Center Room “C” at the west side of the building.
2. Common area use will be kept at a minimum whenever possible.
3. All city vehicles and busses (when in operation) will be wiped down in between drivers and passengers.
4. Staff will answer phones, provide resources and program information as well as continue to check in on seniors.
5. No applications for rental, activities or leagues will be taken.
6. Limited services will be provided with City Managers approval and when appropriate.
7. Provide a sneeze shield at the front desk counter.
8. Provide a portable sneeze shield (on rollers) between close work space areas in office between David and Maralee’s work area.

### Public Access –

1. Maximum one person in restrooms across from Recreation Office.
2. Lines will start at the counter and go up to the north, toward the door of the Community Center.
3. Signage
  - a. Social distancing marks identified on floor.
  - b. Visitor traffic flow directional floor arrows
  - c. Signage indicating that face masks must be worn at all times within the building.
  - d. Signage indicating that only three customers allowed in the building at any time.
  - e. Signage directing only one customer allowed at the counter.
  - f. Signage directing customers to exit out of door in room B.
  - g. Signage on bathroom “Occupied/Available” to be hung on doors.

## ***Library Department***

### Schedule –

Full time staff (currently Karen White-Owens and Stewart Sturton) will return to in-office work once the Stay Home, Stay Safe executive order is lifted. Once the Library is allowed to re-open to the public consideration will be given to the staff needs and scheduling the return of furloughed employees.

### Department Specific Staff Procedures –

1. Maximum one person in restrooms at a time.
2. Relocate computers so that social distancing is observed.
3. Arrange seating throughout the department reflecting social distancing.

### Public Access -

1. Signage
  - a. 6-foot social distancing marks identified on floor throughout the building.
  - b. Visitor traffic flow directional floor arrows.
  - c. Signage indicating that face masks must be worn at all times within the building.
  - d. Signage indicating that only one customer is allowed at any service counter at a time.
  - e. Signage directing customers to established exit points.
  - f. Signage on bathroom “Occupied/Available” to be hung on doors.
  - g. Signage reflecting social distancing computer use rules.

***City Manager's Office***

Schedule -

4. Director of Strategic Planning & Special Projects to report to work on the first day of Phase 2.
5. Executive Secretary to report to work on June 15<sup>th</sup>.

Department Specific Staff Procedures -

6. Designated Entry/Exit points: Two western back doors at City Hall.
7. Limit access to back storage area to one person at a time.

Public Access -

6. Only one person allowed in the lobby at a time
7. Signage
  - a. Signage indicating that only one person at a time is allowed in the lobby

**APPENDIX F**  
**OTHER RESOURCES**

Governor Whitmer's Executive Order 2020-77:

[https://content.govdelivery.com/attachments/MIEOG/2020/05/07/file\\_attachments/1446124/EO%202020-77.pdf](https://content.govdelivery.com/attachments/MIEOG/2020/05/07/file_attachments/1446124/EO%202020-77.pdf)

FAQs from Governor Whitmer on Executive Orders:

<https://www.michigan.gov/coronavirus/0,9753,7-406-98810---.00.html?page=1&limit=25&filterCategories=&searchQuery=>

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>