



CITY OF
EAST GRAND RAPIDS

Reopening Plan for City Facilities June 3, 2020

Effective June 8, 2020, under EGR Level 2 and State of Michigan MI Safe Start Plan, Level 4 the following will be in place:

1. Department Directors or their designee(s) are designated to implement and monitor COVID-19 control strategies within this policy and applicable State or Federal policies, orders and guidelines.
2. Workplace infection control educational training videos:
 - CDC handwashing: <https://www.cdc.gov/handwashing/videos.html>
 - CDC Proper use of Personal Protective Equipment (PPE):
https://www.youtube.com/watch?time_continue=11&v=of73FN086E8&feature=emb_logo
 - CDC social distancing: <https://www.youtube.com/watch?v=GDDDz89EhSU>
3. Workplace health screenings. Health screenings are in place under Part 7 of this policy.
4. Social distancing. Employees and visitors should adhere to CDC recommended social distancing of six feet or more from one another to the extent this is possible. Ground markers, signs and barriers are deployed throughout all City facilities.
5. Personal Protection Equipment (PPE). The City has provided all City staff members with multiple cloth masks, a reusable silicon mask with N95 comparable filters (including MERV 13 fabric). Additional stocked supplies of PPE are readily available for all employees within each department at the direction and care of each department head or their designee. Additional PPE that is available consists of N95 masks, KN95 non-surgical masks, respirators, non-surgical single use masks and gloves. PPE for Public Safety must be worn in conjunction with internal department policy. Any other employees who have to make entry into resident homes must wear masks and gloves.
6. Face coverings/mask use. Face coverings and masks can be worn by all employees at any time. They shall be worn by employees if/when employees cannot consistently maintain six feet separation from other co-workers (including vehicles). Face coverings and masks can be worn at the discretion of employees in non-public workspace areas (for example areas secured by doors or glass from the general public where social distancing of six feet or more can be maintained). Employees shall wear a face covering or mask when in any enclosed public space (for example lobby areas or the library). Employees in semi-public enclosed spaces where countertop sneeze guards are deployed shall wear masks if/when public is present, otherwise at the discretion of the employees.

7. Increased facility cleaning and disinfecting. The City has implemented increased cleaning and disinfecting of facilities. Facilities have all high touch surfaces (door knobs/handles, counters, light switch plates, railings, etc.) cleaned each day by maintenance staff and each evening by contractors in conjunction with regular cleaning procedures. Additionally, each department and department areas have been provided with an immediate/proximate supply of sanitizing wipes and disinfectant products that are routinely replenished. Each department and department area has also been provided with disinfectant fogging equipment and solution to ensure employees are able to keep working areas cleaned, sanitized and disinfected, which is recommended at least two times per day. The City has also had HVAC filters and a schedule is maintained. Please see your department director for additional information on location or training related to products.
8. Hand washing Hygiene. The City has provided hand sanitizer to all employees. Additional replenishing supply is located at each department or department area. Hand sanitizing stations are available in each public lobby/entryway for the public. Soap dispensers are located in each restroom facility for hand washing. Soap supplies are checked daily.
9. Public access/conducting business. The public will have access to lobby areas. The City encourages business and transactions via online services, drop boxes, virtual meetings, phones and e-mail. Furniture has been removed from lobby areas to encourage the public that must conduct business to come into facilities, conduct business and leave. If employees must meet with the general public, contractors or vendors Part 7 applies. Meeting spaces should be in public lobbies, outdoors or rooms where social distancing of more than six feet and general segregation from other employees is possible. Signs from the CDC are posted at entryways provide a health questionnaire requiring the general public to not enter facilities if they have symptoms. Signs are also placed at entryways asking for the general public entering to wear a face covering or mask. Each office area has single use disposable masks that can be offered. If a member of the public enters without wearing a mask, because facilities are public they will not be removed. Employees should only interact from protected enclosure areas or with PPE and any transactional items like pens, etc. should be sanitized after each use.
10. Restrooms and drinking fountains. Employees have access to a private restroom in the Parks and Recreation Department or additional non-public restrooms within the Department of Public Safety (provided appropriate background check/finger printing has been completed). EO 2020-91 requires public drinking fountains be turned off (Section 7.f).