City of Westland
COVID-19
Plan for Re-Opening of City Facilities
Updated: July 13, 2020

Mayor William R. Wild
City of Westland
COVID-19
Plan for Re-Opening of City Facilities
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Introduction

The COVID019 pandemic has caused changes in everyone’s personal lives as well as how the City of Westland has been doing business over the last several months. COVID-19 continues to be a threat to our City and demands a response to the threat it continues to present.

On March 18, The City of Westland moved quickly to protect residents and visitors, and to insure the safety of its employees. City Hall and all other City buildings, including the 18th District Court closed to residents and visitors, and restricted our staff to only performing essential online services. The total number of staff allowed in the building at one time was limited. In addition the William P. Faust Westland Public Library and the Westland Senior Center where closed to the public, visitors and employees. This proactive approach proved to work well for the City of Westland. The City has been able to maintain essential services while operating under a “Stay Home, Stay Safe” order. The challenges faces the City now is how to reopen our facilities safely to the public without jeopardizing the health and safety of our residents and our City employees. Experts continue to stress the importance of social distancing as the best practice for preventing the transmission of COVID-19. The City of Westland is committed to a phased in approach for safely re-opening City facilities.

There has been a lot of work done at City Hall and throughout the City over the last few months to develop a Plan for Re-Opening of City Facilities for the City of Westland.

- **Phase 1** - The City is committed to re-opening City Hall and the Jefferson Barns Center in limited capacities on Monday, June 1st with limited staff. We will be bringing team members back to work from furlough in phases. In addition, the City has made physical changes to employee workstations, as well as public areas to provide a safe working environment for both employees, residents, other public visitors.
- **Phase 2** – As we move into the second phase, the concentration will be on opening other City facilities, park amenities, and only when the City has determined they can be open safely to the public.
- **Phase 3** – During this final phase, The City of Westland’s Plan for Re-Opening City Facilities will focus on plans and policies that will allow the City to hold public meetings, with a goal to be ready to allow for the Westland City Council to conduct their July 6th meeting at City Hall. In addition, our focus will be on room and pavilion rentals only when it is determined they can be rented with appropriate occupancy and social distances.
Protective Safety Measures

Protecting the Health of Employees

While preservation of social distancing within the City facilities is critical, protecting the health of all City employees requires that additional best practices and protocols be instituted. The following will be implemented at all City facilities:

1. **Employee Education** – Employees will receive direct communications on how to protect themselves and other in the workplace from the potential for transmission of COVID-19.

2. **Health Monitoring** – Every City employee reporting for work will complete a health screening that includes a health assessment questionnaire and temperature check. Employees with an elevated temperature are directed to notify their supervisor and will not be allowed to enter the work area.

3. **Personal Protective Equipment (PPE)** – Employees will be provided with personal protective equipment, including gloves, masks, and face shields, as appropriate to their job activities. A mask or face shield must be worn, if the employee is able to medically tolerate a face covering, whenever an employee enters, moves around and exits a City facility and whenever dealing with a member of the public or where social distancing of six feet is not possible. Masks are option when sitting at a desk or workstation, only. Gloves are available and use is mandatory if you are exchanging money, documents, or articles with a member of the public.

4. **Barriers** – Plexiglass and sneeze guards have been installed at all service counters and in confined work areas where social distancing is not achievable as a physical barrier to the person-to-person transmission of COVID-19.

5. **Hand Sanitizer Stations** – All City facilities will be supplied with multiple wall-mounted and free-standing hand sanitizer stations for use by employees and visitors.

6. **Enhanced Cleaning/Disinfecting of Facilities** – In addition to the daily evening cleaning schedule, contracted employees will be conducting periodic wipe downs of commonly used areas throughout the workday. The City conducted a thorough disinfecting of City Hall May 30, 2020 with an EPA approved, NSF certified process through NBS Commercial Cleaning Solutions. The City is prepared to have areas where there has been contact involving an individual known to be COVID-19 positive disinfected by a service provider that specializes in this level of cleaning.

7. **Cleaning/Disinfecting of Tools and Equipment** - Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Disinfecting wipes and other disinfecting products will be supplied to employees for this purpose.

8. **Signage** – To ensure there is proper observance of protocols in place for the safety of employees, signage has been placed on the exterior and interior of City facilities.
9. **Residents and Visitors** – For the protection of employees, all residents and visitors must wear a mask while in City Hall. It is **required** that residents and guests wear a face covering/mask when doing business in City buildings. Gloves will be optional for residents and visitors. A supply of masks and gloves will be available to visitors at the main entrance to City facilities. Any visitor doing business beyond the front counter (example: meetings with director), will be **required to wear a mask while in the employee work area of City Hall.**

**Employees with Suspected or Confirmed COVID-19 Cases**

Employee Suspected or Confirmed as a COVID-19 Case

a. An employee will be considered to have a Suspected Case of COVID-19 if:
   i. The employee is experiencing any of the following COVID-19 symptoms: fever, shortness of breath, and/or continuous cough; or  
   ii. The employee is experiencing at least two of the following COVID-19 symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or loss of taste or smell.
   iii. An immediate family member or a person who the employee is residing with has tested positive for or exhibited symptoms of COVID-19; or,
   iv. In the last fourteen (14) days, the employee has been exposed to a person who has tested positive for COVID-19.

b. An employee suspected as a COVID-19 Case is required to:
   i. Immediately notify the employee’s direct supervisor and/or Human Resources;
   ii. Remain of work until cleared to return in accordance with the requirements of this plan.
   iii. Seek immediate medical evaluation and care.

c. If an employee qualified as a suspected COVID-19 case, the City will:
   i. Notify all employees who may have come into close contact (defined as being within six feet for a prolonged period of time without personal protection equipment) with the employee in the past fourteen (14) days; and,
   ii. Ensure that the employee’s work area is thoroughly disinfected.
   iii. If necessary, close the work area until all necessary disinfecting is completed; and,
   iv. Communicate with employees about the presence of a confirmed COVID-19 case and the disinfecting plan, including when the work area will be available.

Employee Return to Work – An employee who is suspected or confirmed as a COVID-19 case is prohibited from returning to work until:

a. In the case of a suspected case of COVID-19, the employee will be permitted to return to work if:
   i. Fourteen (14) days have lapsed since the employee was quarantined; or,
ii. The employee has had no fever for at least 72 hours (i.e. 3 full days of no fever without the use of medicine that reduces fevers), other symptoms have improved, and at least 7 days have passed since symptoms first appeared; or,

iii. The employee receives a negative COVID-19 test. The City reserves the right to require a COVID-19 test as a condition of return to work.

b. In the case of a confirmed case of COVID-19, the employee will be permitted to return to work if the employee no longer has a fever (without the use of medicine that reduces fevers), other symptoms have improved, and the employee tests negative on two COVID-19 tests administered 24 hours apart following CDC guidelines.

Return to work rules for police officers and firefighters will be administered in accordance with Center of Disease Control (CDC) guidelines for first responders, as amended.

**Sick Leave**

Employees ARE permitted to take paid leave consistent with collective bargaining unit agreements. Any onsite employee who appears to have a respiratory illness will be separated from other employees and sent home.

**Employee Screening Before Entering the Workplace**

**Daily Temperature Screening**

- As an additional layer of precaution, we will request daily temperature checks of our staff to screen for a fever (100.4°F (38 c) or higher). Touch-Free Infrared thermometers will be available to employees at the beginning of each day. (regardless of start times).
- We encourage employees to check their temperature before reporting to work if possible.
- Anyone with a fever (100.4°F or greater) will be sent for a rapid COVID-19 test and will not be allowed to return to work until they have been fever free for 24 hours and can document a negative COVID-19 test.
- Employee Temperature checks points at City Hall will be located at the both Employee Entrance Doors on the east side of City Hall (main employee entrance and lunchroom door entrance).

All employees must complete the self-screening questionnaire before being permitted to start their work day and complies with any required screening process as required by the State of Michigan or Wayne County. If an employee fails the screening process, he or she will be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix B.
**Enhanced 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 have been relocated and provided resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any room shall be limited to ensure social distancing restrictions can be followed. 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 and physical barriers commensurate with their level of risk of exposure to COVID-19.

**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 to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

**Enhanced Cleaning and Disinfecting**

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed daily using products containing EPA-approved disinfectants. Employees are provided with disposable disinfectant wipes so that any commonly used surfaces can be wiped down 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 City will inform fellow employees of their possible exposure to COVID-19 in the workplace (but maintain confidentiality as required by the Americans with Disabilities Act (“ADA”) and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)), and instruct fellow employees about how to proceed based on the Center for Disease Control and Prevention (“CDC”) Public Health Recommendations for Community-Related Exposure. The City of Westland will immediately deep clean and professionally disinfect facilities when there is confirmed case in the workplace.

**Residents and Visitors**

All residents and visitors entering the building will be provided with PPE (masks, gloves, and sanitizer), and it is required to wear a mask or other type of face covering while performing business in City buildings.
Re-Opening Schedule

The City’s tentative schedule for re-opening City facilities is as follows:

A. **May 18** – Mack Mayfield Municipal Golf Course open to the public under operations will align with recommendations issued by local health departments and the public health orders issued by the State of Michigan. Golf Course Director plan is attached in Appendix C.

B. **June 1** – City Hall open to the public. Employees will work on-site from 9:00 a.m. – 5:00 p.m. in accordance with City operating hours.

C. **June 1** – Jefferson-Barns Community Vitality Center. Employees will report full-time to the office. Will remain closed to the public during the month of June. JBCVC will resume full operations on **July 27**. Summer Camps, Library, Learning Lab, full client in-person resources will resume **July 27**. See Director’s Return to Work Plan attached in Appendix C.

D. **June 6** – Parks and Facilities. All parks to re-open according to the Facilities Re-Opening Maintenance Plan (Appendix C), with the exception of the H20 Spray Zone and the Westland.

E. **June 15** – Parks and Recreation Department staff will report back to work. Phasing in the opening of park facilities, based on CDC guidelines.

F. **July 1** – Tattan Park H20 Spray Zone to re-open based on Wayne County Health Department Guidelines.

G. **July 1** – Westland Historic Village Park will re-open by appointment only with limited capacity. Masks and social distancing will be enforced.

H. **July 6** - Senior Center (Friendship Center) – Re-opening in phases with limited capacity and social distancing.

I. **June and July** - William P. Faust Westland Public Library will re-open the library building and resume services in phases throughout the months of June and July, while following all the state/local guidelines for social distancing and best practices. See Library Director’s Re-Opening Plan attached in Appendix C for additional information.

J. **August 1** – 18th District Court anticipates re-opening to the public. The Court continues essential service through electronic communication.

The dates listed in the Re-Opening Schedule are subject to change and will be updated periodically on the City’s website.
APPENDIX A

ON-LINE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE
(DPS Employee Daily Screening verbal)

1. Do you currently have symptoms of fever, cough, shortness of breath, sore throat, or diarrhea that are not related to an existing known health condition?
   - Yes
   - No

If YES to any, you are restricted from entering the building. In order to return to work, you must be both symptom-free for 3 days and 7 days must have passed since your symptoms first appeared. If NO, proceed to next question.

2. Have you been in close contact (being within approximately six feet for a prolonged period of time) with anyone who has been diagnosed with COVID-19 or who has exhibited the above symptoms in the last 14 days?
   - Yes
   - No

If YES to any, you are restricted from entering the building. If NO, proceed to next question.

3. Do you have a fever above 100.4 degrees Fahrenheit?
   - Yes
   - No

If YES to any, you are restricted from entering the building. If NO, proceed to sign below and enter the building.

4. Have you traveled via airplane internationally in the last 14 days?
   - Yes
   - No

If YES, you are restricted from entering the building and must contact your supervisor. If NO, proceed to sign below and enter the building.

Signature: ___________________________________________ Date: ________________
APPENDIX B

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:

A. 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. Three (3) days have passed since their symptoms have resolved AND Seven (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, and the resolution of fever without medication and improvement in respiratory symptoms (e.g., cough, shortness of breath)

B. 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.

NOTE: The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.
APPENDIX C

CITY DEPARTMENT’S RE-OPENING PLANS
Inter-Office Memorandum

Date – Thursday, June 4, 2020

To – Stephani Field, Personnel Director

From – Jennifer Nieman-Stamper, Assessor

RE – Department of Assessment Re-Opening Outline

Please accept the following as a summary of how the Department of Assessment will operate during the "re-opening" phase.

Following is a chart of the number of staff which will be in the office the next two weeks:

<table>
<thead>
<tr>
<th>In Office</th>
<th>Monday, June 1</th>
<th>Tuesday, June 2</th>
<th>Wednesday, June 3</th>
<th>Thursday, June 4</th>
<th>Friday, June 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Monday, June 8</td>
<td>Tuesday, June 9</td>
<td>Wednesday, June 10</td>
<td>Thursday, June 11</td>
<td>Friday, June 12</td>
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</tr>
<tr>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

During the next two weeks, 2 – 3 staff employees will be in the office to assist with the Counter traffic. They will also answer phones, emails, and update and maintain assessment records daily.

Only one clerical staff will be at the counter at a time to maintain social distancing between staff as well as residents. There will not be two people at the counter helping residents at any time.

The counter, computer keyboard, mouse, pens, and other instruments used at the counter will be sanitized immediately after each use.

Please let me know if you need further information or have any questions.

Thank you
MEMO

June 3, 2020

TO: Stephani Field, HR Director
FROM: Ralph Welton, Building Director
RE: Re-Opening Plan for Building Department

CONTRACT INSPECTORS
Contract inspectors are required to adhere to all COVID-19 employee protocols when entering the City Hall offices and while preparing paperwork for inspections. This includes wearing proper PPE and wiping down work stations. In the field, inspectors will continue wearing PPE and adhere to social distancing measures outlined by the State of Michigan.

COUNTER INTERACTIONS
Interaction with the public at the front counter will be limited to the 2 department clerks, the housing inspection administrator, and the Building Official. All will be wearing proper PPE.

DIGITAL INTERACTIONS
The building Department has been encouraging digital plan submissions since before the onset of the epidemic. The intent is to grow this process going forward. There is a payment module, and inspection scheduling currently on the website and we will soon have digital permit submission capabilities for specific projects.

PPE
Inspectors have access to masks, gloves, face shields, and a variety of disinfecting products in the office and in their vehicles. Private contractors are required to wear proper PPE in order for us to perform inspections. For housing inspections, no more than two residents are allowed in the house with the inspector. They must have masks and gloves, which we will supply when necessary.
June 1, 2020

Re: Return to work – Office of the City Clerk

Dear Stephani:

As you know, since late March 2020, our staff of three Clerical were reduced to one staffer on full furlough, and two staffers at 50 percent furlough. Operations were impacted significantly, and as a result Business Licensing, Pet Licensing, and Public Safety hiring and testing were each largely unattended. Election matters were attended as reasonably possible, but a backlog exists.

We informed business licensing applicants that we would not assess penalties through June 30, 2020, provided they submitted application paperwork and fee payments. To the extent I am aware, only a few entities submitted paperwork, and no entity submitted payment. Follow-up will soon commence.

Pet licensing was processed daily, but many residents would not comply with our request to mail or drop off required documentation, so if they choose to contact us again, we will license their pets.

Requests for Death Certificates increased by several times, with Sue Hoff working both from home and in the office daily – including weekends. Mail service has been incredibly slow, and funeral homes and residents contact us daily requesting reprinted documents since they have not received our mailings.

Due to election documentation decisions implemented at a state level and without our knowledge or consent, email receipt and printing requirements have been overwhelming since May 27. We now expect 2,500 applications to be delivered to us electronically, and 12,000 to be delivered via post office mail. We do not possess the ability to quarantine any election mail, whether physical or electronic.

All staff, including those on full or partial furlough, responded email and voicemail messages daily, and also participated in required state training activities applicable to their positions. Certain responsibilities could not be accomplished remotely due to Internet service, hardware limitations, software access, electronic file access, and other elements that proved challenging while not inside City Hall.

Contractors have modified work stations to enable distancing. IT has helped us tremendously. Thank you.

Regards,

Richard LeBlanc
Memorandum

To:   Stephani Field, Director Personnel

From: James Gibbs, Court Administrator

Re:  18th District Court Operations During COVID-19

Date: June 5, 2020

Pursuant to Michigan State Court Administrative Office, the 18th District Court will be expanding its services to the public in Phases. During Phase I and II the court is closed to the general public except for the general vestibule area used for payments, questions and filing of paperwork. All hearings in the courtroom are conducted electronically. The court will expand its services to the next Phase after certain criteria set forth by the State Court Administrative Office are met and approved.

The 18th District Court ensures proper social distancing, sanitization of workstations and common areas as well providing PPE for all employees who report for in-person work. The court also minimizes the number of people in any one area to 10 or less.

Typically, the court has less than 20 employees in the building at only one point in time, spread out into six areas as follows:

- Criminal area – up to 4
- Probation area – up to 4
- Courtroom - up to 4
- Security station – 1
- Defense attorney/prosecutor – up to 4
- Administrative staff – up to 2
June 5, 2020

Department of Neighborhood Services Re-opening Plan

The following shall serve as protocol to follow while conducting Ordinance Enforcement duties for the City of Westland due to the COVID-19 virus.

- Blight at the Street
  - Specialist shall check BS&A for a scheduled Special Pick Up (SPU)
    - If no Special Pick Up exists, Specialist shall notify Supervisor that one needs scheduling.
    - No attempt shall be made to contact resident.

- Blight / Noxious Weed on Private Property
  - If Specialist can view junk/debris from their vehicle
    - An enforcement shall be created in BS&A
    - A violation letter shall be mailed to the listed owner
    - Violation notice shall be posted on property with Specialist wearing a mask and practicing proper social distancing.
  - If Specialist cannot view junk/debris from their vehicle
    - Specialist shall wear a mask / PPE and practice proper social distancing when exiting vehicle to conduct inspection and posting appropriate notice on property.
    - Follow up scheduled

The following shall serve as protocol to follow while conducting Animal Care and Control duties for the City of Westland due to the COVID-19 virus.

- Dog at Large
  - Investigate per normal procedure
    - If dog found to be at large, it should be impounded at Michigan Humane Society
  - Animal Control Officer shall wear mask and PPE and practice proper social distancing when entering Michigan Humane Society.

14
• Sick / Injured Animal
  o Investigate per normal procedure
  o Animal Control Officer shall wear mask / PPE and practice proper social distancing

• Dog Bite
  o If investigating after the fact
    ▪ Conduct investigation using phone contact with involved parties
  o If investigating an incident as happening
    ▪ Animal Control Officer shall wear mask / PPE and practice proper social distancing

• Animal Wellness Check
  o Level of response shall depend on the nature of complaint. Animal Control Officer shall wear mask / PPE and practice proper social distancing.

All Other Animal Control Complain as directed by Neighborhood Services Director or Supervisor

In addition, all employees will practice social distancing and wear PPE. The following restrictions as outlined by the Governor’s Executive Order shall apply.

• Employees have been called back in phases and working on a two week rotation schedule.
• The remaining employees on furlough will be recalled effective June 15, 2020.
• Morning health screens will still continue to check body temperature and possibility of any symptoms and keep daily logs.
• Morning gatherings in divisional areas will be suspended.
• Staff will be encouraged to take lunch on the jobsite to reduce the volume of staff in the building.
• Staff will be given keys to access bathrooms in parks while on the road to reduce the volume of staff in the building and confined to one restroom.
• Residents are encouraged to contact Neighborhood Service Specialists by phone and report ordinance related complaints online.
• Employees will be provided with the appropriate PPE by their Supervisor including but not limited to gloves, mask, face-shield, etc.
• Hand sanitizing stations will be increased throughout the building
• One-way ingress and egress will be established into the building and restrooms to minimize person to person contact
June 5, 2020

**Department of Public Service Re-opening Plan**

To ensure the safety of DPS employees and to achieve effective mitigation of COVID-19 within DPS, the following plan is implemented and followed by all DPS employees.

DPS staff largely operates in open air public spaces throughout the City of Westland. Therefore, social distancing rules are easily followed in the field. In the office, facility restrictions and general interior common areas restrictions will be followed as outlined by the Governor’s Executive Order.

- To reduce employee density, employees returning to work are split into two groups on a 2-week rotation schedule subject to review every fifteen days, or as often as needed.
- Morning health screens will still continue to check body temperature and possibility of any symptoms and keep daily logs.
- Morning gatherings in divisional areas will be suspended.
- Staff will be encouraged to take lunch on the jobsite to reduce the volume of staff in the building.
- Staff will be given keys to access bathrooms in parks while on the road to reduce the volume of staff in the building and confined to one restroom.
- Residents will have access to only one entering the building at a time and must be wearing a mask. A plexiglas screen will be constructed at the front office counter.
- Employees will be provided with the appropriate PPE by their Supervisor including but not limited to gloves, mask, face-shield, etc.
- Hand sanitizing stations will be increased throughout the building
- One-way ingress and egress will be established into the building and restrooms to minimize person to person contact
- Recycle Center will be open and monitored.
The Economic Development Department will be available at City Hall during normal business hours to answer questions or to provide one-on-one consultations with business/property owners or interested developers/purchasers. It is recommended that appointments are scheduled in advance of coming into the building or the availability of the Economic Development Director is confirmed prior to visiting City Hall. Departmental support/clerical staff are currently 100% furloughed. All patrons wishing to speak to the Director should check in with the security guard and wait in the lobby.

The quickest and most efficient way to reach the department, at this time, is via email. Meetings will be conducted via Zoom unless absolutely necessary that they take place in person.

Public meetings of the Downtown Development Authority, Tax Increment Finance Authority and Local Development Finance Authority will also continue to take place virtually. Check [www.cityofwestland.com](http://www.cityofwestland.com) for meeting details and for links to join via Zoom.

Grand Openings for new businesses are not being scheduled at this time.

Contact Information:

Aubrey Berman  
Economic Development Director  
(734)793-9300  
aberman@cityofwestland.com
Facilities Re-Opening Maintenance Plan:

Parks:
- All Park amenities to be inspected/repai red by 6/5/2020 prior to re-opening 6/6/2020.
- Maintenance staff will be fully trained regarding COVID-19 best practices to include proper mask usage, hand sanitization, health screening protocols, and reporting procedures.
- Normal park maintenance activities such as lawn maintenance and trash collection has already resumed and is scheduled weekly.
- Portable Restrooms to be deployed throughout the entire park system as is standard practice no later then 6/6/2020.
- The H2O Spray Zone is scheduled to re-open 7/1/2020 after all maintenance work and water quality testing is completed. Recommendations by the CDC and MHHS will be implemented and supervision will be at the location while the spray zone is open to the public.

Facilities:
- All city facilities will be reviewed to ensure that CDC and MHHS guidelines are implemented at each location prior to re-opening. City Hall, Westland Police Department, and Jefferson Barnes Community Vitality Center have completed this evaluation effective 6/5/2020 in accordance with the recommendations which include,
  - Complete Disinfecting of public and employee spaces.
  - Shielding measures to protect employees and the public that require working in close quarters, or are unable to maintain the recommended 6’ social distancing guideline in place.
  - Floor markings representing proper social distancing in place.
  - Signage deployed to communicate CDC and MHHS recommended best practices in place to include capacity limits within each work space.
  - Proper PPE, Thermometers, and sanitization supplies are in place and ready for use.
  - Employee entrance stations in place to include PPE, Health Screening, Hand sanitizer, and policies in place.
  - Hands free door opening options implemented building wide where possible.
  - Mechanical (HVAC) systems reviewed for proper operation and filtration with a focus on upgrading filtration where practical.

Respectfully,

[Signature]

Vic Barra, Director
Facilities Department
Finance Plan:

The Finance Department, which includes Finance, Treasury, Tax, Utility Billing, and Purchasing, has developed a schedule where at most 75% of staff will be at City Hall.

All Finance Department employees will follow the City guidelines regarding interaction with residents and employees:

- All employees will check-in daily, take their temperature, and fill out the required daily screenings online
- City-provided masks will be worn at any time an employee leaves his or her desk, especially when interacting with residents and customers
- Employees will be instructed to sanitize their desk areas each day when arriving and when leaving for the day
- Gloves will be available for use for when interacting with residents

Treasury/Payment Acceptance:

- In-person payments will be accepted using the protocols for residential entry into city hall as outlined in the main document
- Drop boxes will continue to be available for use in two locations outside of City Hall
- Residents who come to City Hall for payments will be encouraged to use one of the drop boxes
- On-line options for payments will also be publicized and encouraged
- Finance employees will be available at all times during business days and hours, via in-person or by telephone

Treasury/Utility Billing:

- At least two utility billing employees will be in the office at all times to answer residential or commercial account inquiries

Finance:

- Finance employees will continue to process accounts payable, bank reconciliations, and tax procedures from City Hall

Purchasing:

- Purchasing will continue to process all daily work from City Hall
- At the Purchasing Directors discretion, bid openings will either take place electronically, or in-person, based on the project.
The Westland Fire Department Administration office is open to the public beginning June 1, 2020. There have been several steps that have taken place in the Fire Administration building to protect the employees and those that visit our office for business. It is important to note that the firefighting division has separate policies and procedures that were in place at the inception of the pandemic and those policies and procedures will continue, while constantly being reviewed and updated as necessary.

The plan includes the furloughing of the administrations two clerical employees. This area of our administration is the only area that does not have separate offices for employees. When both employees do return to work they are spaced as to allow for proper social distancing guidelines. The Fire Administration has limited visitors from the public prior to COVID-19 and re-engaging with the public will be properly managed. Here is the outline of the steps we will take in order to safely bring back operations to normal.

- All employees will engage in medical screening at the beginning of each day. The two clerical will follow city policy and the remaining fire administration staff will follow city and departmental policies and procedures.
- All employees will wear a face mask while entering or exiting the building. Employees may remove their mask once they are seated at their desk or in their office.
- Employees will wear masks at any time they engage the public.
- Social distancing guidelines will be enforced, even with the use of facemasks.
- There will be no phone or computer sharing and any shared equipment must be wiped down after use.
- The entry door will remain unlocked to allow for foot traffic to enter the office.
- Personal protection masks and hand sanitizer will be located in the entryway to the office area for public use.
- Plexiglas dividers have been installed between areas where employees engage the public.
- All delivers will be placed in the entry area at the top of the stairs, reducing the need to enter the office area.
- Proper cleaning/disinfecting of commonly touched surfaces will be a routine focus.
- The host of any meeting held in the Fire Administration offices will be responsible to inform attendees that they need to wear a facemask and be medically pre-screened by our staff on arrival. The host is then responsible for the sanitizing of surfaces from the meeting.
- Passports will resume. At this time Fire Administration will not take pictures and will advise individuals requiring passports bring their own picture. This will eliminate unnecessary people from entering the office area where pictures must be taken.
• The Fire Marshal Division will follow department policy and procedures regarding interaction with the public.
• The EMS and Training Division will follow department policy and procedures regarding interaction with the public.

With the steps outlined here, we are confident that we are adhering to the best practices to keep our staff and visitors safe.
Golfing During COVID-19

Mack Mayfield Municipal Golf Course staff are dedicated to protecting the health and safety of our customers and employees. Golf course operations will align with recommendations issued by local health departments and the public health orders issued by the State of Michigan.

We will continue to update and modify procedures and service levels as staffing levels and public health updates allow. In order to remain open, and for everyone’s protection, all customers must adhere to the following rules.

Tee Times and General Rules

- Tee Times are encouraged to be made in advance, but not required. 
  Tee times can be made by calling the pro shop @734-721-6660. Please be aware the phone lines may be busy.
- Mask must be worn when in Pro Shop or Grill area.
- Tee times will be available from 7:00A - 8:00P, weather permitting.
- Rental carts will be available. Golf carts have vinyl shield installed between golfers for safety.
- Pull carts are available for rent.
- Rental club sets are not available.
- Staff will clean and sanitize golf carts and pull carts after each use.
- No sharing of golf clubs.
- Hand sanitizer will be placed near high touch areas.
- Staff will have a hand sanitizer placed behind the counter solely for their use.
- High touch points around the clubhouse will be disinfected regularly by staff.
- Pro shop counter and credit card machine will be disinfected regularly.
- Signage will be posted reminding customers to maintain spacing of 6 feet as well as providing additional tips and regulations.
• Staffing will be cut to absolute minimum levels. Schedules will be created to limit any overlap of shifts.
• Receipts will not be handed out to customers. If one is needed by the customer it will be sent via email or text.
• Golfers will be encouraged to arrive no more than 15 minutes prior to their tee time.
• Tape will be placed on the floor 6 feet apart for customers waiting in line.
• Scorecards and pencils will be removed from the counter and will be issued when customers check in.
• If possible, we recommend one person pay for the entire group and settle up later with other party members.

On the Course

• Please adhere to physical distancing of six feet at ALL times; this includes with everyone in your group and staff members.
• Leave flagsticks in the cup at all times.
• Cups have been altered to adhere to no-touch; when a ball hits the barrier, it is considered holed out.
• Bunker rakes, ball washers, water coolers, sand/seed bottles, and other common touch items have been removed from the course.
• Porta-Johns on the course will be open. Please be prepared with your own sanitizer for before and after use.
• Putting Green available (keep 6ft distance).

Mack’s Pro Shop (7am-9pm)

• All payments will be conducted at front desk of Pro Shop.
• Payments may be made over the phone with credit card.
• A 3ft by 8ft shield has been installed for safety.
• Limit 2 people in Pro Shop at a time.
• The Pro Shop will be open to the public.
• Staff are available to assist customers and will be required to wear mask.
• Clubhouse restrooms will be open; please adhere to physical distancing and do not congregate in the restrooms or hallways.

Food and Beverage Service (Pro Shop Counter)
• Food and beverages will be served from the front counter with limited menu.
• Deck may be used Starting June 8, 2020 with social distancing.

Mack's Grill & Community Room (Tentative Open Date June 15, 2020)

• Weekdays 2pm-10pm; Weekends 11am-7pm
• (25) Person LIMIT
  -Concession Area (7) Person Limit
  -Community Room (18) Person Limit
• Mask MUST be worn at all times; except when eating or drinking
• Chairs MUST remain in place (except if from same household).
• 6ft of Distance Kept at ALL Times
• Building will close at 10pm for Cleaning & Sanitizing

Mack Mayfield Staff

• Will be screened prior to each shift.
• Employee with any symptoms will not be allowed to work until they meet required criteria from City of Westland to return.
• Required to wear a mask.
• Practice frequent and meticulous hand washing with soap and water.
• Sanitize bathrooms and all high touch points frequently (countertops, tables, phones, mouse, faucets, door handles, etc).
To: Stephani Field, Chief Human Resource Officer

Re: City Hall Re-Opening Plan for the Department of Innovation and Technology

Ms. Field,

The Department of Innovation and Technology (DoIT) has implemented the following plan for staff to be able to return to work. The department currently consists of three employees and their primary function is the resolution of technical needs of the City staff and maintenance of City technology infrastructure.

Potential Exposure:
The DoIT staff has limited exposure to the general public, but can be potentially exposed to all City staff at all City locations depending on the task assigned to them.

Mitigation of Task Completion Risk:
The DoIT staff will be on site in City Hall to manage technical needs of City staff. The office used by technical staff is not an open traffic location or shared space for general City staff. DoIT staff will be resolving any technical issue remotely without leaving their office suite whenever possible. When remote resolution fails, the DoIT staff will wear proper personal protection equipment (PPE), masks and gloves, while working on the issue. The DoIT staff are also wiping down any surface they come in contact with while working on the issue and wiping it down again once they leave the location. When possible the DoIT staff will practice social distancing while interacting with the City staff in these instances.

DoIT Office Risk Mitigation:
The DoIT staff will wear masks at all times while within their assigned office suite, up to and including while at their desks, if social distancing cannot be maintained due to the function they are currently performing. DoIT staff have been reassigned to different desks to enhance their ability to perform social distancing while within the office suite. DoIT staff will wipe down any common surfaces as tasks are completed to manage potential surface contamination. Packages dropped off within the suite shall be stored in a location that will minimize possible surface contamination of work spaces, including the wiping down of packages when received with disinfectant wipes if possible.

Respectfully,

Craig Brown
JEFFERSON BARNES COMMUNITY VITALITY CENTER

COVID-19 – RETURN TO WORK PLAN

Summary:  Housing/Community Development Department
          Head Count & General Outline for Re-opening

June:

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<tr>
<th>Day</th>
<th>Monday</th>
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<tbody>
<tr>
<td>In office</td>
<td>10</td>
<td>9</td>
<td>10</td>
<td>10</td>
<td>9</td>
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</table>

Employees

- H/CD staff will report full time beginning June 1, with the following exceptions:
  Mary Weislo, Karen Klinebriel, Kellie Brock, Shirley Jones.
- Residents / program participants can deliver program documents to the reception desk and make inquiries. Staff will respond to inquiries by phone and/or email.

Meetings:  H/CD staff will not meet with residents / program participants during the month of June.

Cleaning:  Reception counter will be cleaned after customer interaction.

July:

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<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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</tr>
</thead>
<tbody>
<tr>
<td>In office</td>
<td>11</td>
<td>12</td>
<td>12</td>
<td>11</td>
<td>11</td>
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</tbody>
</table>

Employees

- Residents / program participants can deliver program documents to the reception desk and make inquiries. Staff will respond to inquiries by phone and/or email.

Meetings:  JBCVC will resume full operations on July 27, including all H/CD operations. Norwayne Citizens Council will meet in the garden.

Summer Camps, Library, Learning Lab: These activities will resume July 27. Camp attendance will be limited to 20 children, in two daily 2 ½ hour sessions.

Library attendance will be limited to 10.

- Summer Camps:  Hegira, Great Futures, Learning Lab, Norwayne Boxing, Head Start (pending)

Cleaning:  Reception counter/camp space/library will be cleaned after customer interaction.

Garden:  JBCVC garden opened June 1. Volunteers will be limited to 10.
June 5, 2020

Mayor’s Office Re-Opening Plan:

Since March 18, 2020, the Mayor and Deputy Mayor have been working remotely and on-site as necessary to maintain City operations. Administrative support staff were furloughed 50% beginning May 1, 2020 and are currently on a rotating work schedule.

All Mayor’s Office employees will follow the City guidelines regarding interaction with residents and employees:

- All employees will check-in daily, take their temperature and fill out the required daily online screening
- City-provided or personal masks will be worn at any time an employee leaves his/her desk
- Employees will be instructed to sanitize their desk areas each day upon arrival
- Meetings are being conducted via Zoom wherever possible
Parks and Recreation Department

- Park Trails and pedestrian walking/biking pathways will remain open citywide with Social Distancing encouraged.
- Westland Rentals including City Hall banquet rooms, Park Pavilions, greenspace will be available for rent starting July 1st. Please call 734-722-7620 to inquire about dates.
- All City parks will re-open with Limited Park Ranger staff at Tattan Park with Concessions and Splash Pad to re-open July 1st pending Wayne County Health Department Guidelines.
- Westland Historic Village Park will be re-opening July 1, 2020 by appointment only with limited capacity. Masks and social distancing will be enforced.
- Bathrooms at Tattan Park will be cleaned hourly by maintenance staff upon re-opening.
- Staff will be required to wear PPE while in any occupied areas, and while working within 6 feet of other staff.
- All future programs running through the City of Westland will be announced at a later date and will require pre-registration, limited capacity and utilize social distancing.

Respectfully,

Kyle Mulligan

Kyle Mulligan, Director
Parks and Recreation Department
June 5, 2020

Personnel Department Re-Opening Plan:

Since March 18, 2020, the Personnel Department has been working remotely as much as possible and on-site when necessary to maintain the level of benefits and payroll services provided to employees. Required meetings have been and continue to be held via zoom since March 18, 2020. Employees were furloughed 50% beginning May 1, 2020. Due to the volume of work, the Deputy Director returned to a full time schedule on-site May 12, 2020. The Payroll Clerk remains on furlough 50% with an anticipated return to full time work of June 22, 2020.

All Personnel Department employees will follow the City guidelines regarding interaction with residents and employees:

• All employees will check-in daily, take their temperature and fill out the required daily online screening
• City-provided or personal masks will be worn at any time an employee leaves his/her work area and working with other employees, outside guests.
• Each employees is responsible to clean/sanitize their individual work area each day upon arrival and throughout the day.
The Planning Department will be available at City Hall during normal business hours to answer questions in person. Anyone wishing to speak to the Planning Department must go to the Building and Planning Department counter that will be staffed by Alicia and Kim.

The City Planner is available upon request and Alicia or Kim will notify that a customer has requested assistance. Planning services will continue to be available remotely with responses being provided within 24 hours.

Please note that all City Employees will be wearing facemasks and maintaining a safe distance when speaking to the public. You’ll notice that changes have been made at City Hall to distance and protect employees and the public.

Meetings and developer interactions with or without the review of plans are encouraged to be conducted using Zoom and other teleconferencing tools to refrain from physical meetings.

Planning Department Website & Applications:

Marijuana Website:

Contact Information:
  •  Moe Ayoub
    City Planner
    Phone: 734-467-3219
    EMail: mayoub@cityofwestland.com
Westland Police COVID Response Plan

During the COVID-19 crisis the Westland Police Department has remained open to the public. During this crisis the Police building was recognized as the 24 hour a day emergency headquarters for the City of Westland.

In the early stages of the COVID crisis PPE was very limited. There were also few testing facilities available. As an unfortunate result 8 employees from the Westland Police Department contracted the COVID-19 virus. In order to protect the residents and also employees of the Police Department, we quickly converted to an essential service policing model. The intent was to reduce the risk of COVID-19 exposure while still providing essential police services to the community. Some of the immediate changes that took effect included:

- Closure of the Records Bureau for non-essential services. Essential services were scheduled by appointment only.
- Reduction of police/citizen contacts. We suspended our traffic enforcement details and the community policing program. Instead of proactively enforcing traffic law we shifted our focus on patrolling neighborhoods and conducting business checks.
- We enacted internal safety measures such as employee social separation, use of PPE, self-check guidelines, and professional cleaning of the employee work areas and the prisoner cell block.
- Initiating a phone and on-line citizen reporting system.
- Work schedule changes which would provide officers the ability to self-quarantine and avoided cross-contamination.

Those immediate changes proved to be effective. The last reported COVID case by a Westland Police employee was back on April 3rd. The plan allowed for the sick employees to fully recover. Currently all Westland Police employees are healthy and have returned to work.

The COVID crisis has had major effects on the criminal justice system as a whole. During the crisis District and Circuit Courts were forced to close. The county jails
throughout the State also announced that they were no longer taking prisoners. These closure resulted in the issuance of appearance tickets or personal bonds for all non-violent offenses. This will certainly back up the court system and future dockets throughout the State. These changes required the Westland Police Department to begin to police differently. When possible we avoided making custodial arrests knowing that housing prisoners would cause an increased risk of COVID exposure and transmission.

I conducted 2-month comparison of 2019 to the current 2020. As you can see below our overall Calls for Serve declined by 14%. I believe this largely to be associated to the Stay at Home order. When people are home they are less likely to be involved in crimes or traffic crashes. The Police Department reduced self-initiated traffic stops by 98% and total citizen contacts by 57%. This change to our policing philosophy was to reduce the likelihood of COVID exposure. The most shocking reversed increase was the large jump in family trouble calls. This increase was 138%. I attribute this increase to the numerous stresses placed upon families during this stay at home crisis.

<table>
<thead>
<tr>
<th>Date Range 05/23 to 05/25</th>
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<tbody>
<tr>
<td></td>
<td>2019</td>
<td>2020</td>
<td>Change</td>
</tr>
<tr>
<td>Calls For Service</td>
<td>4,864</td>
<td>4,160</td>
<td>-14%</td>
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<tr>
<td>Traffic Stops</td>
<td>5,039</td>
<td>107</td>
<td>-98%</td>
</tr>
<tr>
<td>Total Citizen Contacts</td>
<td>9,903</td>
<td>4,267</td>
<td>-57%</td>
</tr>
<tr>
<td>Family Trouble Runs</td>
<td>126</td>
<td>301</td>
<td>138%</td>
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As the State moves towards opening back up, there are several protective measures that still need to remain in place. We have implemented additional work condition changes in order to protect the police department employees and also the residents we serve. The following protective measures will remain in place:

- Daily building and cell block cleaning
- Daily employee health screening checks
- PPE provided to all employees and prisoners
- Work space separation and dividers
- Continued online and phone citizen reporting
- Social distancing within the police building
- When possible, social distancing between officers and citizens
Senior Center (Friendship Center) Re-Opening Plan:

Bullet Points for Mayor’s Convenience

- Partial re-opening recommended to minimize exposure to most vulnerable population.
- All those entering the building will be screened. All will enter through the computer room entrance and leave through parking lot doors.
- Exercise classes will be conducted in combined halls A, B and C providing 15-20 feet of social distancing per person.
- There will be no extended hours. The center will be open Mon.-Fri. 9am-5pm to assure supervision of all activities.
- Masks will not be used during cardio activities due to 20 foot spacing between participants of all exercise classes.
- Classes will be held for Cardio Drumming, Drums Alive, Yoga, Chair Yoga, Zumba, Zumba Gold, and Spinning.
- Partial reopening will not include the gym, billiards room, card playing, Bunko, Bingo or congregate meals until further notice.
- Court workers can be used for outside work and inside provided they are screened and are used in areas gated off used by seniors.
- Further considerations of other programs will be made after 4 weeks of successful implementation of partial opening plan.
- Supplies needed for opening: thermometers, Clorox wipes, Lysol spray, masks, plexiglas barrier at front desk, center sprayed, and signage for social distancing, washing hands, etc.
- In order to open the center a new temporary calendar needs to be figured out and produced, instructors and participants need to be called, information put on city web-site, signage put up, supplies obtained, barrier at front desk mounted, organize and mark all rooms for social distancing.
- Tentative opening Monday, July 6th, 2020 for selected programs (partial re-open). MSB employees will need to be called back to monitor entrance.
- Future events, changes in scheduling and the addition of programs will depend on future infection numbers, and the participation of seniors willing to obey the recommendations.

Respectfully,

Barbara Schimmel-Marcum

Barbara Schimmel-Marcum, Director
Senior Resources
Westland Historic Village Park

- Westland Historic Village Park will re-open to the public by appointment only on July 1, 2020, with an anticipated full opening date of August 1, 2020.
- Patrons will be encouraged to wear masks while visiting the Westland Historic Village Park.
- All Historical Board Commissioners will be provided with appropriate PPE, which includes masks, gloves, hand sanitizers and hand wipes.
- Historical Board Commissioners will be responsible to sanitize their work areas when arriving and when the building.
- Gloves will be available for use when interacting with patrons.
- Historical Board Commissioners will be required to wear a mask or other face covering when in any occupied areas, and while working within 6 feet of others and the public.
Youth Assistance Staff members will continue to abide by the City of Westland's COVID-19 safety protocol when entering City Hall and while working within City Hall. Limited in-office staffing will continue to complete obligatory requirements to maintain funding and to minimize health risk. A schedule has been created to ensure that minimal staff are present in the office each day, at different times.

Remote Work

Staff will continue to work staggered schedules or work remotely as available to minimize exposure and encourage social distancing within the office.

Grant Funding Adherence

Will ensure that State mandates are being adhered to, as well as, meeting the minimum State requirements of providing weekly face to face contacts for our clients. Case Manager hours will be adjusted to accommodate demand for service, as well as, maintain the contracted staff-case ratio guidelines. Continued monitoring of the Stay at Home Order, as well as, safety guidelines will take place and re-evaluate as needed.

- Beginning June 30th, Westland Youth Assistance will host weekly group meetings at Jefferson-Barns Community Vitality Center on Tuesday and Wednesday evenings
  - In order to ensure COVID-19 safety guidelines are followed staff will complete the following:
    - Require staff and participants to wear masks upon arrival or provide masks to those who do not have their own
    - Participants will sanitize their hands upon arrival and be asked to bring minimal personal belongings into group meetings. However, they will be asked to bring their own writing utensils and notebooks
    - Staff will ask each arriving participant if they have been experiencing any symptoms of COVID-19 including if they have experienced fever, shortness of breath, new loss of taste or smell or dry cough, if they have travel internationally or domestically in the last 14 days and if they have had close contact with anyone that has been diagnosed with COVID-19 in the past 14 days
    - Temperature checks will also be completed before admitting participants into Jefferson-Barns for group
- If any staff or program participants have any COVID-19 symptoms or have had answered yes to any of the questions listed above, they will not be permitted to enter Jefferson-Barns Community Vitality Center for group meetings.
- If during group, any participants report feeling ill or wanting to go home, the participants’ parent or emergency contact will be called to pick up them from group. While participant is waiting for parent pick up, participant will be separated from the rest of group. During pick up the remaining participants’ parents will be informed that someone was sent home after reporting feeling ill.
- Tables and chairs will be set-up so at least 6ft of distance is between each participant.
- Drug screens will be completed during group meetings but only one staff and one participant will be permitted in the hall and/or restroom at a time to ensure social distancing. Once sample is provided, client will place sample on counter and leave area, allowing screener to then review sample.
- Staff will stagger when letting groups out to minimize traffic in the hallway.
- Staff will disinfect surfaces prior to participants arrival, have disinfectant available during group meetings and disinfect all surfaces upon departure of Jefferson-Barns Community Vitality Center.
- No more than 10 program participants and two staff members will be permitted in each group room to ensure social distancing guidelines are followed.

Beginning July 1st:

- Individual meetings with clients will begin utilizing social distancing and PPE to mitigate the risk of exposure to COVID-19. If meeting at our office, the room will be disinfected pre and post meeting, social distancing will be established, clients and families will have to answer the COVID screening questions listed above and have a temperature screen prior to meeting. Staff and clients will wear masks throughout the meeting. Masks will be provided to staff and clients who do not have their own. Staff will conduct home visits but will not be entering clients’ homes. Meetings will be conducted outside, with social distancing. If paperwork needs to be signed, staff will take precautions such as wearing PPE and have sanitizers available, to do so.
- Intake meetings and exit meetings will be held at the Westland Youth Assistance Office, utilizing social distancing, disinfecting the space pre and post meeting, screening/checking temperatures of clients and families prior to their entrance to the building, staff wearing PPE and provided PPE to clients and their families as needed. Staff will be encouraged to schedule meetings at different times to minimize the amount of people within the office.
- Westland Youth Assistance will also be utilizing the Community Rooms within City Hall when a larger space or more space is needed for meetings or activities.
• Should a youth or family be unable to meet in-person due to evidenced COVID-19 pre-existing conditions, current COVID-19 exposure, illness, or has come in contact with someone who has COVID-19, an alternative method will be utilized to engage with youth and families, including, phone, Zoom, FaceTime or other available technology.

Cleaning

Each staff member is responsible for cleaning/disinfecting their work area upon completion of their duties for the day. Cleaning and disinfectant will be available for staff within the office. Staff are also encouraged to clean their workspace as often as needed to be comfortable.
Reopening Plan

Introduction
Following the Governor's Executive Order 2020-110, the Westland Public Library plans to reopen the library building and resume services in phases, while following all the state/local guidelines for social distancing and best safety practices. Here is a tentative schedule:

1. **Phase 1** - we are working to clean and sanitize the building and to procure all the necessary Personal Protective Equipment and other supplies. This is expected to be completed by Friday, June 12. Beginning, Monday, June 8, patrons can begin returning any materials checked out to them to the exterior return bins. No members of the public will be allowed inside the library.

2. **Phase 2** - Beginning, Monday, June 15, staff will return to work reduced hours over staggered shifts to begin clearing the backlog of returned and new materials, and clear their work areas in preparation for a deeper cleaning of the office spaces. They will also prepare for our Virtual Summer Reading Program and other services that we plan to offer in subsequent phases. No members of the public will be allowed inside the library.

3. **Phase 3** - Beginning, Monday, June 22, we plan to allow patrons to pick up their holds and other materials in the library’s lobby area and offer phone/virtual reference service. No members of the public will be allowed inside the library.

4. **Phase 4** - Beginning Monday, July 6, we plan to add limited access to the public by appointment only. Not all areas of the library will be open to the public.

5. **Phase 5** - We will determine our return to full operations soon after we receive direction from the State.

Capacity Limits
The library's net size is 25,400 square feet and its total public and staff seating is approximately 320. Therefore, we will limit total capacity in the building to not exceed 80 (including employees) at any given time until the Governor’s guidelines in EO 2020-97 are revised.

Staffing
During Phases 1 thru 4, we will schedule staff to work over staggered shifts to ensure that all social distancing and other guidelines are followed. We will limit staffing to the minimum number necessary to provide services during the various phases of our reopening.

**Health and Safety in the Workplace**

Employees returning to work will sign a *COVID-19 Health and Safety in the Workplace Policy* similar modeled on the lines of the City of Westland’s policy. They will also be required to complete a daily self-screening process as required by the State of Michigan and/or Wayne County before being permitted to enter the workplace. This screening includes a daily temperature check. Staff will also be required to complete three training tutorials on COVID-19 safety and workplace guidelines.

Staff will be required to wear a mask when working in the building except when sitting at their desk. Gloves will be worn when handling materials and any shared office equipment. Hand sanitizer will be provided in multiple areas of the building as well as cleaning supplies to wipe down desks and counters. All materials returned by library patrons will be placed in quarantine for 24-72 hours and then heated as part of the library’s bed bug abatement process.

We will be installing Plexiglas barriers and other guards at all the library’s service points where there is direct interaction with the general public. When the library eventually opens to the public in a limited capacity, we will rearrange patron and computer seating to conform to all social distancing and other guidelines then in place. The library will not be hosting any events in its meeting rooms until further notice.

**Public Communications**

We will abide by all guidelines established in the Governor’s EO 2020-97 to keep our patrons informed of changes to library practices and to explain the precautions the library is taking to prevent infection. All these timelines are tentative and subject to change depending on any guidelines we may receive from state and local authorities.

**Ongoing Cleaning and Sanitization**

The library plans to continue enhanced cleaning and sanitization efforts to ensure the safety of its staff and patrons.

**Responsible Official**

Any questions regarding the library’s reopening plans should be addressed to Library Director Ishwar Laxminarayan. He may be contacted at (734) 326 6123 (ext. 2836) or at ishwar@westlandlibrary.org
June 9, 2020

Stephani Field  
Personnel Director, City of Westland  
36300 Warren Road  
Westland, MI 48185

The Community Media, LLC staff/contractors/interns/volunteers will complete a health evaluation/temperature check prior to arriving in our work area per city issued guidelines. If any of the above are symptomatic or have a fever, they will immediately leave the premises and notify Community Media who will then immediately report this finding to the City of Westland management.

All Community Media Staff will be wearing face masks that the City provides when they are away from their desk, moving through City Hall, and/or interacting with the public. Staff will be encouraged to wear gloves when using WLND equipment and wash hands frequently.

Our office is set up where all staff have their “own” workspace, except our Administrative Assistant, who has been given a “Protective Glass” around her work area. Our studio is set up where staff can keep a safe, 6 foot distance during productions. Masks will still be worn as long as deemed necessary, when multiple staff is in studio production. In our control room, masks will be worn when multiple people are in the room closer than six feet.

Gloves will be worn when attaching microphones on guest(s), handing off of props, scripts or any other transfer of objects.

At this point, some staff will still be encouraged to work remotely when approved by me. Our work hours are rarely “normal” and knowing this we will be having staggering work shifts when needed and appropriate.

Sincerely,

Craig Welkenbach  
Community Media, LLC Director/Owner
APPENDIX D

SIGNAGE
Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms please leave the building and contact your health care provider. Then follow-up with your supervisor.

DO NOT ENTER if you have:

FEVER  COUGH  SHORTNESS OF BREATH
What you should know about COVID-19 to protect yourself and others

Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.
Help prevent the spread of respiratory diseases like COVID-19.

1. Stay at least 6 feet (about 2 arms’ length) from other people.
2. Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
3. When in public, wear a cloth face covering over your nose and mouth.
4. Do not touch your eyes, nose, and mouth.
5. Clean and disinfect frequently touched objects and surfaces.
6. Stay home when you are sick, except to get medical care.
7. Wash your hands often with soap and water for at least 20 seconds.
Better health is in our hands.

Diseases like coronavirus, the flu and Hepatitis A can be dangerous. To stop the spread of germs and keep yourself and loved ones healthy, remember to:

- **Wash your hands** often using soap and warm water
- **Cover your mouth and nose** when you cough
- **Sneeze into a tissue** and wash your hands afterward

It’s our job to practice better hygiene. Start today.
STOP

Take Your Temperature

Normal body temperature is 98.6°F / 37°C
STEP 1
Turn on by pressing “Start”

STEP 2
Point blue light at your Forehead and press “Start” again

STEP 3
Read Temperature
(Must be 37 Degrees Celsius or lower)
PRACTICE SOCIAL DISTANCING

WHILE IN BUILDING
NOTICE

PERSONAL PROTECTION EQUIPMENT AVAILABLE
NOTICE

WIPE DOWN AFTER USE
NOTICE

WIPE DOWN AFTER USE
NOTICE

MAXIMUM OCCUPANCY _____ PEOPLE
NOTICE

ONE PERSON AT A TIME
PRACTICE SOCIAL DISTANCING

while in building
HEALTH FIRST
SOCIAL DISTANCE
THIS STALL CLOSED
APPENDIX E

OTHER RESOURCES

Helpful Guidance:


City of Westland Coronavirus Response Hub


CDC Handwashing Fact Sheet:


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


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


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


Executive Orders

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---,00.html