



# **City of Saline Reopening Plan**

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**City of Saline**  
**Reopening Plan**  
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## Introduction

As we progress to the next phase of bringing everyone back to work we want all employees to know how thankful the City of Saline is for you and that we are presenting the following with everyone's safety in mind. Your patience and cooperation throughout this COVID-19 pandemic has been much appreciated and we look forward to returning to some sort of normalcy with the entire Saline team.

The City of Saline has adopted and modified a Reopening Plan. The manual was created for internal considerations and is intended to serve as a guideline when City operations are in the process of being restored. The plan is consistent with recommendations in Guidance on preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration found at: <https://www.osha.gov/Publications/OSHA3990.pdf>.

The contents of this manual will serve to guide Saline's leadership team, Managers, Directors and other key personnel, in creating and implementing a return of operations. This manual is not a policy and does not alter or abridge current City Policies.

It is also acknowledged that at the time of this publication the environment surrounding COVID-19 is evolutionary in nature. As a result, these guidelines are subject to change and modifications pursuant to legal changes, which may or may not be incorporated in the form of an amendment to this plan. It should also be noted that any proposal to return to work before widespread immunity has been achieved, either by prior infection or immunization, has risks that could lead to a second wave of infection. Therefore, the procedures for restoring operations involves a set of tools and procedures to enable the recovery and continuation of business operations following a pandemic such as the COVID-19 (coronavirus) outbreak.

The plan outlined in this manual has been developed to analyze the essential functions of the City. This allows leadership to apply procedures and measures to allow increasing functionality, while remaining flexible to address changes in the restoration duration.

Implementing the return to full operations in a safe and thoughtful manner will be complex. For that reason, it is imperative that communication of the manual is shared and training is followed.

This manual will be updated as needed and will follow CDC guidelines when considering any change to its content.

The terms and conditions of EO 2020-177 and any subsequent executive order that pertains to the same subject matter are hereby incorporated by reference as if written fully herein.

## **Overview for Restoring Operations**

### **Authority to Determine Restoration of Operations**

City of Saline will be guided by the orders of the Governor of the State of Michigan and the guidelines published by the Centers for Disease Control.

A series of Executive Orders, issued by the Governor of Michigan, requires all non-essential personnel to shelter-in-place and, if possible, work from home. Within the executive order some latitude has been approved for a variety of operations.

Factors that may be considered when determining whether to lift the shelter in place order:

- The state is over the peak of the current wave of new cases.
- Health systems in specific regions agree that they have the resources and personnel available to deal with smaller but inevitable second waves of the disease. Our proposal does not work if the delivery (health care) system is stretched to capacity or beyond and recognizes that some communities will be unable to open because of limited capacity.
- The availability of sufficient testing capability to identify both those who still have an active infection and those who have evidence of prior infection. There needs to be an unrestricted availability to perform both tests, ideally through point-of-care tests and backed up by centralized testing. We emphasize testing over temperature-taking; although taking individuals' temperatures is inexpensive and easy to use, it is too insensitive to detect people who may be transmitting the virus.
- The widespread availability of personal protection equipment, including protective masks, not only for health care workers but also for returning workers, along with continued practice of social distancing. There has been rapid innovation in such equipment, and some may prove to be more effective than N-95 masks, which need to be fitted and were invented to protect people from industrial particulate pollution, not virus transmission.

## **Roles and Responsibilities**

### **Leadership Team**

The Leadership Team is comprised of the department heads, Administrative Assistant – City Manager, and IT Tech. The Leadership Team is responsible for assessing the rate of risk exposure for employees working during the COVID-19 pandemic. This team will also provide recommendations and will supply revisions to the Reopening Plan for addressing changes in procedures in mitigating risk at the City.

### **Returning to the Work Place Process**

Although no plan can guarantee full and immediate resumption of operations given the unknown impact of COVID-19, creating a sound framework as well as implementing strong processes and controls is first priority. These processes and controls will help prepare employees to handle and manage restoration of operations while protecting staff and the public and avoiding the spread of the virus.

If at any time you are experiencing COVID-19 symptoms whether at work or otherwise report as such to your direct supervisor, manager or director who will give you further direction. If you are at work physically stay where you are until directed otherwise. This is to alleviate any unnecessary exposure to your fellow co-workers. To report unsafe working conditions, please notify your supervisor and if they are not available, the City Manager.

City of Saline has developed the below five step process, for returning operations to the workplace. Each step builds upon the previous steps and are described below. The City currently plans to allow the public in City Hall after the currently Executive Order is lifted by appointment only, and allow walk-ins on July 1<sup>st</sup>, 2020 while still encouraging appointments.

#### **Step 1: Employee Screening**

Employees reporting to work when called in will be required to adhere to daily screening procedures before reporting to their assigned work location. Employees will be screened every day. They will be asked a series of questions and have their temperature taken to help ensure that we limit COVID-19 exposure in the Saline Community.

To assist with the screening, employees will be required to complete the COVID – 19 Screening sheet which can be found in Appendix A.

We request employees complete this sheet prior to arriving to expedite the screening process.

#### **Step 2: Identifying Appropriate Personal Protection Equipment**

Personal Protection Equipment (PPE) will be supplied to employees based upon their risk level of exposure to COVID-19, as approved by the Manager or Director.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable.
- Consistently and properly worn when required.
- Regularly inspected, maintained and replaced as necessary.
- Properly removed, cleaned, and stored and disposed of, as applicable.

In addition, training will be provided for employees on issued PPE and when/how to request new PPE. PPE will include but not limited to masks and gloves. City directors or managers will designate a person in each department whose responsibility is to ensure that there is adequate PPE for their department. Masks must be worn if within 6 feet of another person or passing through common areas.

Employees will be permitted and encouraged to wear their own PPE, such as a homemade face covering device. If a team member chooses to use their own facemask, personal facemasks must meet the personnel policy requirements (City of Saline Personnel Policies Manual, Section 4.05 Personal

Appearance). Also, Personal face mask must be laundered daily (or must be freshly laundered before reporting to shift).

### **Step 3. Establishing Procedures for the Workplace**

City staff must collectively work together to ensure the safety of our facilities and avoid the spread of the virus. The following general procedures shall be implemented for all facilities in addition to any specific procedures created for site work plans during Step 4.

#### **Limiting Contact with High Touch Areas**

- Doors. While the offices remain closed to the public, the interior security doors are permitted to remain open for employees to travel between areas without touching door handles and door surfaces. If the public is allowed to re-enter the facility at a limited capacity, the doors leading into public areas must remain closed but doors that separate non-public areas will be permitted to be propped open.
- Informational Materials. Until such time as we are returned to normal operations (Phase 5 of Step 5) no periodicals, applications, brochures, etc. shall be in public areas. These materials shall be distributed only by personnel.
- Furniture in Public Areas. All use of lobby and other public area furniture will be monitored. Removal of the furniture may be necessary to deter congregation of people and limit surface areas that can be touched.

#### **Employee Health Screening**

The employees physically working at a City facility shall ensure they are health screened on a daily basis. Health screenings will be conducted as an employee enters their respective building. Supervisors will inform employees of the appropriate entrance at each location. The attached form (Appendix A) will be required to be completed with the current appropriate questions answered as recommended by the CDC.

#### **Social Distancing**

Social distance shall be observed at all City facilities until otherwise determined by the County, State, or Federal government. Social distancing means keeping space between yourself and other people outside of your home. Social distancing requires that each employee:

- Stay at least 6 feet from other people.
- Do not gather in groups.
- Stay in their assigned area and within individual workspaces, with the exception of entering/leaving building or the lavatories or to complete a job task.
- No attending or hosting of external meetings. If external meetings are necessary, they will be held in designated spaces.
- A face covering is to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and employees should consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- All concerns regarding symptomatic behavior should be addressed to supervisors.

Additionally, barriers, signage and markers in common areas to help facilitate the implementation of social distancing requirements shall be installed.

In efforts to minimize the amount of areas exposed to contamination, employees will refrain from in-person visitations. Employees are encouraged to use phone and teleconferencing apps. If in-person visitation is necessary, it will only be in designated areas.

Additionally, employees will refrain from traveling through other staff areas where applicable. If it is unavoidable to pass through a common area proper PPE equipment is required. Employees are asked to be mindful about social distancing throughout their entire shift and to take proactive planning steps at the beginning of their work weeks/days in order to be successful throughout their workday.

### **Fleet Management**

Many City employees not only have a personal workspace, but routinely use vehicles. Some employees may even share a vehicle. Therefore, it is imperative that vehicles are included in any plan to restore operations and limit the spread COVID-19. Vehicles should have a supply of gloves and sanitizer or spray disinfectant and wipes. Employees assigned a vehicle shall be responsible to ensure the vehicle is cleaned and sanitized before and after they use it.

### **Postal, Dropbox, Interoffice, and Package Mail Deliveries**

The virus does not survive on surfaces for long, and the length of shipment time and other environmental factors should inactivate the virus. If you receive a package via US post office, drop box or interoffice and are concerned about possible surface contamination, consider these steps:

- Gloves are required to process incoming mail
- Wash your hands frequently with soap and water
- Use hand sanitizer when soap and water are not available
- Avoid touching your face, eyes, nose or mouth

If packaged materials have been in transit and/or stored at the site for more than 48 hours from the last human contact, no further action is needed.

While not necessary, where employee apprehension remains high, sites may suggest the following additional precautions:

- Using PPE, such as disposable nitrile gloves and/or disposable surgical masks
- Disinfecting surfaces

Documents personally delivered to the department should be treated like mail and the same protocols should be applied.

### **Facility Staff Responsibilities**

Staff assigned to oversee custodial responsibilities shall strive to keep a safe environment and implement the following procedures.

- All facilities, including common areas, will be properly cleaned and sanitized prior to reintroducing staff to the facility.
- All offices will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities described below.
- A schedule will be determined to clean and sanitize public common areas on a regular basis. Common area cleaning and sanitizing includes, but is not limited to, the following:
  - Doorknobs, push bars, handles, and panels
  - Light switches
  - Stair rails

- Drinking fountains
- Restrooms
- Conference rooms
- Breakrooms/kitchens
- Plexiglas barriers/sneeze guards
- Countertops
- Modify workspace environments to reduce exposure as applicable to the facility:
  - Install Plexiglas barriers/sneeze guards for each customer service counter.
  - Remove all publications, periodicals, applications, etc. in public areas.
  - Post information and signage throughout facility re: washing hands, sneezing, social distancing, etc.
- Modifications will be changed to some custodial tasks, including:
  - Garbage will need to be tied before it is pulled from container.

### **Employee Responsibilities**

- Wear assigned PPE required. Employees are assigned PPE based on their risk level.
- Wash hands regularly with soap and water. When washing is not possible, hand sanitizer shall be utilized. Refer to OSHA handwashing guidelines.
- Avoid touching eyes, nose, and mouth.
- Follow Health Screening protocol including temperature readings and communicating readings and answers to Supervisors.
- Clean personal workspaces on a regular basis. Specifically, the following shared surface areas must be cleaned throughout the day:
  - Phone
  - Keyboard + mouse
  - Desk surface and drawers
  - Chair arms and any other surface touched regularly
- For employees with their own office – light switches and door handles
- Avoid using other employee’s supplies, equipment, phones, etc. If necessary to share equipment, please clean before and after use.
- Clean common areas after use. For example, wipe down counter after servicing a customer or wipe down computer keyboard after using a communal keyboard.
- During Phase 2 of the reopening process it is requested that employees eat in their designated work area, office, desk, cubicle, or leave the premises. If you do not have one of these designated areas proper social distancing must be adhered to and lunch hours must be staggered. After eating, wipe down all surfaces used (chair, table, countertop, microwave button, fridge handle, etc.). Do not provide communal food/beverages. Refrain from sharing serving utensils.
- Use proper hygiene etiquette.
  - Cover mouth and nose with a tissue or inside of your elbow when you cough or sneeze.
  - Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
  - Learn more about coughing and sneezing etiquette on the CDC website. [https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Cleaning and Disinfecting If Someone Is Symptomatic**

1. When an employee is identified with a confirmed case of COVID-19, within 24 hours, the City will notify the local public health department.
2. If an employee has developed symptoms of COVID-19 in the workplace, the area(s) used by the employee must be properly cleaned and disinfected prior to being used again.
3. First, close off areas used by the person who is symptomatic. Next, open outside doors and windows to increase air circulation in the area (if possible). Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible. This may require the rescheduling of non-symptomatic employees.
4. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like keyboards, phones, etc.
5. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

### **Step 4. Develop Department Work Plans to Minimize Risk**

Each department head shall evaluate the needs of their department, the safety of their employees, and the needs of the public/customers. It is anticipated that the return to full staffing at all City facilities and the introduction of staff and the public to facilities will occur in phases and follow the recommendations and orders issued from the County, State and Federal government. The goal of Step 4 is to proactively plan for resuming business and to safely reintroduce the staff into the facility.

As Directors and Managers are developing their Work Plan the following should be taken into consideration:

- Identify Functions. Which functions can be administered and how can they be administered when a facility is closed to the public, if the public has restricted access, and when the public has unrestricted access. Workflow and work plans for employee assignments must be developed that will satisfactorily provide public service under these various work conditions.
- Evaluate Department Layout and Staffing Needs. Can all employees be at their assigned work areas at one time and achieve social distance standards? Directors and Managers will need to determine if staggering employees in the office would help accomplish a safe distance between employees. Consideration shall be given to alter the workday shifts (vary start/end times or extend workdays/shifts to eliminate a shift). This may require a relocation of an employee's workstation assignment.
- IT Needs. The City Treasurer shall coordinate all technological equipment needs with the Technology Support Coordinator.
- Develop an Absenteeism Strategy. Directors and Managers will evaluate operation plans if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who have chosen to stay home to care for their children until daycare facilities reopen as defined in the FFCRA expansion of FMLA. Plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Current City of Saline Department Work Plans can be found in the appendix section of this document.

### **Step 5. Reintroduce Employees and the Public into the Workspace**

The following phases were prepared with the goal of returning City of Saline facilities and their functions back to “business as usual” prior to the COVID-19 pandemic. Each phase was developed by adding onto the previous phase. These phases do not need to happen in sequential order. Additionally, these phases may be implemented at different times for different departments and divisions based on the nature of operations and operational needs. If necessary based on the recommendations of the County, State, and Federal government, phases could be reversed to adapt to the situation.

#### **Phase 1. Preparation – Closed to the Public**

City facilities and vehicles will be cleaned prior to Phase 2. Administrative staff and other limited supervisory staff are to report to work to ensure all necessary preparations, procedures, and equipment is in place. Developed work plans shall adhere to strict social distancing practices. Work plans could include staggered shifts, staggered breaks, and arrangements for employees to work remotely or other strategies to limit the number of employees working together.

#### **Phase 2. Implement Department Work Plans – Closed to the Public**

Following completion of Phase 1, Work Plans developed in Step 4 will be implemented. Additionally, Directors, Managers and Supervisors shall:

- Make arrangements for staff to train on how to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE.
- Educate staff about how they can reduce the spread of the virus (at work and at home) and their personal responsibilities in Step 3, above.
- Enforce the “no in-person meeting” rule with the public and at any City facility. Meetings shall be conducted via conference call or an online meeting platform.
- If an in person meeting cannot be avoided, visitors must enter buildings through the designated screening entrance and be accompanied by City staff and be screened.
- Ensure employees are still following the Self-Screening protocol including temperature checks.

The expected duration of Phase 2 is contingent on the severity of the epidemic within the localized area. The Leadership Team will utilize all available recommendations provided by the national, regional, and local authorities/experts in determining if advancing to Phase 3 of this Plan is appropriate.

#### **Phase 3. Restricted Public**

During Phase 3, City of Saline will permit restricted public access to facilities. Restricted access means:

- Public screening will occur by the employees observing for COVID-19 symptoms. All concerns regarding symptomatic visitors, or unsafe behavior, should be reported to supervisory staff who will take appropriate action.
- Limiting/regulating the number of individuals from the public permitted to enter the building. The number of individuals permitted entrance could change periodically based upon the conditions observed in the community or applying the generally accepted practices created on knowledge of the COVID-19 virus.
- Meetings with the public within a City facility are by appointment only. All in-person meetings will comply with the 6-foot rule and will provide sanitizing products and pre/post-meeting cleaning measures.
- All visitors entering an employee accessed workspace/work area or meeting area within offices will complete the Self-Screening Tool.
- Employees are still recommended to have their temperatures checked.

- Public will be restricted to designated areas within each City facility to diminish the risk of excessive exposure and risk. Designated areas will be communicated to staff and appropriate signage will be posted.

Additionally, during this phase, staff working remotely may be reintroduced to the facility provided adequate social distance and sanitation measures can still be enforced.

The expected duration of Phase 3 is contingent on the severity of the epidemic within the localized area. The Leadership Team will utilize all available recommendations provided by the national, regional, and local authorities/ experts in determining if advancing to Phase 4 is appropriate, or a return to a previous phase is required.

#### **Phase 4. Open to Public – Normal Operations with Continued Social Distancing/Safety Protocol**

The public will be permitted to enter the facility with minimal restrictions. Social distancing of 6-feet is still in place during this phase for visitors and remains a requirement for employees. This means our providing full service to the public with the possibility of limited on-site staffing.

- Public screening will occur by the employees observing for COVID-19 symptoms. All concerns regarding symptomatic visitors, or unsafe behavior, should be reported to supervisory staff.
- Employees are still recommended to have their temperatures checked.
- All visitors entering an employee accessed workspace/work area or meeting area within a City facility will be screened.
- The expected duration of Phase 4 will continue until the threat of contracting COVID-19 is considered nearly/entirely eliminated or until the risk of employee-to-employee infections is deemed minimal. In the event that the epidemic recrudesces, a previous phase may be more appropriate for re-implementation.

#### **Phase 5. Open to Public - Normal Operations with Full Staffing**

The last phase would be the phase that we formally knew as “business as usual” before the COVID-19 epidemic. The office will return to full-time staffing during regular business hours. The necessity for safety protocols (such as the 6-foot rule) and equipment (Plexiglas barriers, face masks/covering, or latex gloves) would be gradually phased out but the sanitizing of hands and office surfaces will remain as normal daily work procedure. In the event that the epidemic recrudesces, a previous phase should be re-implemented.

#### **Whole Team Cooperation**

A successful restoration of City operations cannot occur without the full cooperation of all its employees. Cooperation means working together to achieve a common goal, which is to provide comprehensive public service without sacrificing the health and safety of our employees and residents. In the workplace, this means a healthy environment in which employees work together to achieve both personal and organizational objectives.

This manual for restoring operations shall be followed to ensure the purpose of the document is being fulfilled, that is to protect employees and the public and reduce the spread of COVID-19. This plan shall be followed by the directors, managers, supervisors and employees and can only be modified by the Leadership Team. Each time an employee modifies, makes an exception or does not enforce a procedure outlined within, it erodes the effectiveness of the plan and puts individuals at risk.

APPENDIX A

COVID-19  
Workplace Health Screening



Company Name:

Employee Name:  Date:

Current Temperature:  Time:

In the past 24 hours, have you experienced:

Fever or chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle or body aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of taste or smell	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Congestion or runny nose	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea, vomiting, diarrhea, or abdominal pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*If you answer "yes" to any of the symptoms listed above, or if your temperature is 100.4°F or higher, please do not go into work. COVID-19 can cause other symptoms as well. Any new or unusual symptom for you (that is not related to a known or chronic medical condition) is a concern. Seek COVID-19 testing and self-isolate at home until results are available. Contact your doctor's office.*

Are you under evaluation for COVID-19 (for example, are you waiting for COVID-19 test results, or have you been recently diagnosed with COVID-19)?  Yes  No

*If you answer "yes," please do not go into work. You must self-isolate at home while waiting for test results. You must also self-isolate at home after being diagnosed with COVID-19 until you have been released by the health department to return to work.*

In the past 14 days, have you been in contact with anyone suspected or confirmed to have COVID-19?  Yes  No

*If you answer "yes," please do not go into work. You must self-quarantine at home for 14 days following close contact with the COVID-19 positive person.\**

In the past 14 days, have you traveled internationally?  Yes  No

*If you answer "yes," please do not go into work. You must self-quarantine at home for 14 days following international travel.*

\*Exemptions include health care professionals, workers at a health care facility, first responders (e.g., police officers, fire fighters, paramedics), child protective service employees, workers at child caring institutions, and workers at correctional facilities. Under [EO 2020-166](#), these individuals may be allowed to continue to work at the employer's discretion after exposure to a COVID-19 positive individual. Workers are encouraged to wear a mask at work for 14 days.

For questions, visit [washtenaw.org/COVID19](https://washtenaw.org/COVID19) or contact with Washtenaw County Health Department at [L-wchdcontact@washtenaw.org](mailto:L-wchdcontact@washtenaw.org) or 734-544-6700.

August 13, 2020

## **APPENDIX B**

### **Saline Recreation Center Plan**

#### **Message to Members**

As residents and businesses across the state and in Washtenaw County continue to move toward re-opening while COVID – 19 is still present in the community, we want to take this opportunity to update you on the City of Saline’s prevention and mitigation strategies and plans as they relate to the Saline Recreation Center.

The Saline Rec Center, along with all other city facilities, have intensified our normal cleaning and disinfecting routines throughout the facility. In addition we have developed plans to re-open the Rec Center in phases as we move back toward normal business operations.

#### **Operation Plans**

Prior to September 9, 2020, we will have a finalized schedule for all available staff. We must prepare for the possibility that not all staff will be comfortable returning and our hours of operation might be affected by staffing availability. We will host in-person training with all staff scheduled to discuss operating procedures in advance of opening. If we are fully staffed and the decision is made to fully open with regular hours, we will re-implement the sanitation guidelines we implemented prior to shut down, plus front line staff at the desk will wear face masks, and we will remind them of the following guidelines.

1. While we continue to encourage our staff, members and guests to follow these guidelines:
2. Stay home if you are sick!
3. Wear a face mask while in the Rec Center
4. Wash your hands often with soap and water or use hand sanitizer
5. Avoid touching your eyes, nose, or mouth with unwashed hands
6. Cover your mouth and nose with a tissue when coughing or sneezing
7. Wipe down all of the equipment you use prior to and following use
8. Avoid handshakes
9. Avoid contact with people who are sick

In addition, we will add cleaning wipes in the fitness rooms. Cardio equipment will be spaced throughout the building in order to keep social distancing guidelines. Frequent cleaning of equipment will be done by our staff wearing face masks. Two locker distance between locker room users. Increased number of hand sanitizing stations throughout the building. No drop-in passes will be allowed in the building until phase 2 of reopening and then only if no infections are reported from members or staff during the first four weeks of operation.

**APPENDIX B – Continued**

**Facility Opening Timeline Schedule**

	2 Months Prior to Opening	Just Prior to Opening	Week 1	Week 2	Week 3	Week 4	Week 5
			TBD	TBD	TBD	TBD	TBD
<b>STAFF</b>							
FTE							
PE							
<b>MEMBERSHIP</b>							
Members							
Non-Members							
<b>RACQUETBALL</b>							
General Use							
League							
<b>AQUATICS</b>							
Lap Swim			1 per lane		2 per lane		
Leisure – Open					20 MAX		
Aquatic Fitness							
Group Lessons							
Private Lessons							
<b>FITNESS</b>							
Cardio Room							
Nautilus Room							
Free Weight Room							
Hallway Equipment							
Group Fitness – General				Outside if possible			
Cycling				In Gym			
Yoga & Pilates				Outside if possible			
Zumba				Virtual			
Outdoor Fitness							
<b>LEAGUES</b>							
Softball							
Soccer							
Volleyball							
Racquetball							
Tennis							
<b>YOUTH PROGRAMS</b>							
Tennis Classes							
Kids Camp	Completed						
Rec on the Go	Completed						
T-Ball	Completed						
Pee Wee Soccer							
Jujitsu	Virtual						

## APPENDIX B – Continued

### GENERAL BUILDING

- Adjust building hours Monday – Friday 5:30am-8pm (instead of 10pm)
  - Saturday 6am – 4pm & Sunday: Closed
- Phase in opening of the facility - general use first including weight rooms and lap swimming, some fitness classes in-person and continue virtual fitness classes, then opening other amenities as soon as it is safe.
- Doors will be propped open as much as possible to eliminate using handles.
- Customers will be encouraged to be mindful of what they touch. If they touch railings, buttons, or handles they will be encouraged to wipe them immediately

### FRONT DESK (including staff and operations)

- Employees will wear a mask and gloves
- A protective plexiglass screen will be installed at the front counter
- A large hand sanitizer pump bottle will be stationed at the front desk
- Eliminate paper check in forms – convert to alternative check in process
- Mark 6' spacing on the ground from the front desk, through the vestibule to outside the building along the sidewalk
- Front desk worker will use the touchless thermometer to take members' temperature
- Place signs outside the front entrance and at the front desk
- Employees using keyboards will be for single use during their shift. Keyboards will be disinfected after each shift. Possibly procure keyboard covers for each employee.
- A clean pen holder and used pen holder will be placed on the counter. Used pens will be disinfected periodically and rotated back into the clean pen holder.



### CUSTOMER REQUIREMENTS FOR ENTERING THE REC CENTER

- For the first month, allow members only to use the Rec Center (no drop in users)
- New members are welcome to join
- Members will be required to wear a mask
- Signage will be posted
- Front **LEFT** doors are for entering the facility and the front **RIGHT** doors are for exiting the facility
- Members will be encouraged to bring their own disinfecting wipes and hand sanitizer
- Members will be encouraged not to bring anything extra into the building so that locker rooms can be avoided

## **APPENDIX B – Continued**

### **LOCKER ROOMS AND FAMILY LOCKER ROOM**

- Only aquatic center users will be eligible to use the locker rooms during phase 1
- Members will be encouraged to use the locker rooms quickly and to remain socially distanced
- Will receive additional cleaning throughout the day
- Additional signage will be placed near sinks, vanities, restroom stalls
- Hand washing instructions will be placed on mirrors by sinks
- Lockers will be blocked so that available lockers are 6 feet apart
- Members will be encouraged not to use the locker rooms if possible

### **RACQUETBALL COURT**

- Racquetball court use will not be available
- This space will be used in some other manner possibly storage of lobby furniture and bookcases.

### **GYMNASIUM**

- Basketball will not be available during phase 1
- Gym A will be utilized for group fitness classes
- Gym B will be utilized for weight room equipment

### **LOBBY**

- Lobby furniture including tables and chairs will be removed
- The children's table and book case will be removed
- Vending machines will be operational and will receive additional disinfecting
- All reading materials will be removed from the book case
- The lobby will most likely be transformed into space for cardio equipment

### **FREE WEIGHT ROOM**

- Weight equipment will be moved and spaced out in order to achieve proper social distancing guidelines.
- Some pieces may need to be blocked off if the 6' distance cannot be achieved
- Additional wipes and hand sanitizers will be placed in this room
- Periodic disinfection sprayer will be used causing the space to be closed for 10 minutes
- Users will be required to wipe equipment before and after each use
- Fans will be disconnected
- Additional signage will be placed in this room
- Additional staffing to ensure members are social distancing and adhering to all the new policies

### **CARDIO WEIGHT ROOM**

- Weight equipment will be moved and spaced out in order to achieve proper social distancing guidelines
- Some of the self-generating machines will be relocated downstairs in the lobby
- Additional wipes and hand sanitizers will be placed in this room
- Periodic disinfection sprayer will be used causing the space to be closed for 10 minutes
- Users will be required to wipe equipment before and after each use
- Fans will be disconnected
- Additional signage will be placed in this room
- Additional staffing to ensure members are social distancing and adhering to all the new policies

## APPENDIX B – Continued

### NAUTILUS WEIGHT ROOM

- Weight equipment will be moved and spaced out in order to achieve proper social distancing guidelines. If they cannot be moved, some pieces may need to be blocked off if the 6' distance cannot be achieved
- Additional wipes and hand sanitizers will be placed in this room
- Periodic disinfections sprayer will be used causing the space to be closed for 10 minutes
- Users will be required to wipe equipment before and after each use
- Fans will be disconnected
- Additional signage will be placed in this room
- Additional staffing to ensure members are social distancing and adhering to all the new policies

### MULTIPURPOSE ROOM

- The mat will be disinfected after each class
- Users will be required to wipe equipment before and after each use
- Fans will be disconnected
- Additional signage will be placed in this room

### SPIN CLASSES

- Bikes will be placed in the Gym A and will remain there permanently. They will not be moved around or stored
- Additional wipes and hand sanitizers will be placed in this room
- Users will be required to wipe equipment before and after each use
- Fans will be disconnected
- Additional signage will be placed in this room
- Additional staffing to ensure members are social distancing and adhering to all the new policies
- Staff will spray the bikes with the electrostatic sprayer after each class

### FITNESS CLASSES

- Remove mats and ask participants to bring their own mat and hand weights if available
- Classes will be restructured so equipment is not shared
- The first phase of reopening, all classes will be held outside at Tefft Park (weather dependent) with the exception of spin classes to be held in Gym A, and continuing with a limited variety of virtual classes.
- Future phase will bring classes back inside but limit the number of participants based on the room size so that the appropriate 6' distance can be maintained
- Users will be required to wipe equipment before and after each use
- Fans will be disconnected
- Staff will spray the equipment with the electrostatic sprayer after each class
- Instructors will be required to disinfect the headphone prior to and after each use
- Instructors will be required to disinfect the audio equipment prior to and after each use
- FREE Community Cardio Drumming in the Park will not be offered summer 2020
- FREE Community Yoga in the Park will begin June 13<sup>th</sup>
  - Social distancing will be required
  - Participants will bring their own equipment

## **APPENDIX B – Continued**

### **AQUATIC CENTER – GENERAL OPERATIONS**

- All swimmers must take a soap shower including washing hair prior to entering the pools
- All aquatic center patrons must wear a mask except while actively swimming
- No shoes will be worn on deck with the exception of staff
- Spectators are not encouraged unless absolutely necessary
- Spectator benches will be marked off for 6' distancing
- Inflatables will be removed from the schedule for the fall
- Toys, balls and other pool equipment will be removed for general public use
- Staff will disinfect handrails, drinking fountain, benches, buttons, door handles and other touch points every 2 hours
- Lifejackets will not be available for general use
- All goggles, caps, or other items left on the pool deck will be discarded immediately
- No sharing of goggles

### **AQUATIC STAFF OFFICE**

- Lifeguards are not to pass into the aquatic directors work space
- Only one guard in the office at any one time

### **LAP POOL**

- One person per lane
- May offer a reservation system for the lanes
- Wipes and hand sanitizers will be placed in the aquatic center
- Users will be required to wipe equipment before and after each use
- Swimmers will be encouraged to enter and exit the pool using the ramp

### **LEISURE POOL**

- Limit the swimmer load to 25% or less

### **HOT TUB**

- During phase 1 of reopening, the hot tub will not be available

### **SWIM LESSONS**

- Offer private and semiprivate (in the same household) lessons during the first phase of reopening
- Offer smaller sized classes
- Offer classes where the teacher can remain on the deck to instruct (higher level)
- Offer more parent/child classes so instructor can be on the deck
- Parents participating in parent/child classes are required to wear a mask at all times
- Check in will be conducted on the pool deck, not at the front desk (possibly)
- The instructor will wear a facemask and face shield while teaching

### **OPEN SWIM**

- The diving board, kayaks, other floating tubes and toys will not be open for use
- Inflatable features will not be offered this summer

### **WATER FITNESS**

- Offer smaller sized classes
- Instructor will teach from the pool deck
- Participants will be encouraged to bring their own equipment

### **LIFEGUARDS**

- Will be required to wear facemask or face shield
- Lifeguard will choose a rescue tube to be used for their entire shift. The tubes will not be shared. After the shift, the tube will be disinfected with the electro static sprayer
- Guard stands will be wiped down before and after each rotation.
- Guard stands will be disinfected every two hours
- Safety turtles will be put on carabineers and rotated to rescue tubes
- A 6' radius will be taped on the floor around each guard stand
- Lifeguards will have their own whistle and will not share with anyone else

### **SWIM INSTRUCTORS**

- Required to wear a face shield
- Recommended to wear a long sleeve shirt (surf shirt/rash shirt)

### **SWIM PARTIES**

- Suspended until at least October 2020

### **KIDS CORNER**

- Kids Corner will remain closed during phase 1 opening
- Children will be required to wash hands in the sink with soap for 20 seconds upon arrival
- No infants until October or when recommended
- Limit number of children in the room to 25% occupancy
- Staff will increase cleaning of toys and all touch points
- Remove ½ of the big toys to make room for social distancing
- No snacks will be allowed
- Eliminate the ticket entry protocol
- Remove ½ of the toys and books
- The room and bathroom will be disinfected with the electrostatic sprayer after each session

### **KIDS CAMP**

- Completed

### **REC ON THE GO**

- Completed

## **APPENDIX B – Continued**

### **TENNIS LESSONS**

- Only the instructor will touch the tennis balls.
- Participants will be asked to only touch the tennis ball with their racquets
- Private, semi-private, family, and small group lessons only
- Gates will be left open
- USTA guidelines will be followed
- The tennis balls are disinfected after each class
- Participants and instructors sanitize hands before and after class

### **SOFTBALL LEAGUE**

- Teams are required to bring their own hand sanitizer and disinfecting wipes
- Players will be encouraged to wash hands frequently
- Players and spectators will be asked to keep 6' social distancing
- Players and spectators will be asked to not leave trash at the park
- Each team disinfects their game ball between innings
- Catcher stands 6' behinds the hitter and the umpire 6' behind the catcher
- Staff disinfects the dugouts in-between sessions
- Teams are asked not to share equipment

### **SOCCER LEAGUE**

- Goalies will be required to wear goalie gloves
- No throw ins, only kick ins
- Hand sanitizer will be available for all players to access
- Players will be encouraged to wash hands frequently
- Players and spectators will be asked to keep 6' social distancing
- Players and spectators will be asked to not leave trash at the park

### **SAND VOLLEYBALL LEAGUE**

- Hand sanitizer will be available for all players to access
- Players will be encouraged to wash hands frequently
- Players and spectators will be asked to keep 6' social distancing
- Players and spectators will be asked to not leave trash at the park

### **MOVIES IN THE PARK**

- June movie has been cancelled
- Concessions will be individually wrapped food items only
- Have hand sanitizer available

### **FAMILY CAMP OUT**

- Individually wrapped breakfast items only

## **APPENDIX C**

### **Treasurer's Office Plan**

#### **STAFF**

Employees are encouraged to stay home when you are sick or have been exposed to someone who is sick. This includes all family members in your residence.

COVID19 Screening (Appendix A) will be required upon entry into the Building.

#### **Work Hours**

- Front line staff will continue to stagger their hours
- Staff is encouraged to bring their lunch and work through their lunch to eliminate outside exposure. All employees must maintain social distancing during the work day including lunch hours.
- Employees who have a need or a concern will be able to continue to work remotely and/or staggered shifts after PRE approved.

#### **Protective Measures**

- Employees will maintain social distance throughout the building at all time.
- Employees are not allowed to use other workers' phones, desks, offices, or other work tools and equipment, when possible.
- All employees will be required to wear a face mask when dealing with the public. When an employee is in their designated space (cubicle or office) they do not need their mask as outline in the City Face Mask Guidelines.
- Hand washing upon entry into the building and after contact with public if gloves were not worn. Hand washing is the preferred method of sanitizing. When not near a faucet sanitizer will be provided throughout the building
- Break Room - Maintain social distancing and wear gloves when touching surfaces or wipe down immediately after use. This includes the coffee pot handle, refrigerator door, Microwave and handles to closet and cupboards.
- Copy/mail room: limit time spent in these rooms. Keep social distance limits to those around you. Limit surfaces touched in these rooms. When a surface is touched, you must sanitize before leaving the room.
- Staff will disinfect every surfaced touched in the Restrooms
- Protective shields will be installed at the front counter.
- When accepting payments at the counter, staff will not handle the bills that are brought in. Staff will scan them, take payment, and print a receipt to give to the customer. Staff will keep the other half of the receipt for our records. If the customer would like their bill to be stamped as paid, we can do that as well.
- Staff will wear gloves when retrieving payments from drop boxes.
- Staff will wear gloves when handling mail.
- Vendors will be encouraged to sign up for auto payments
- Vendors will be encouraged to e-mail invoices
- All Payroll reports will continue to be submitted to Payroll Electronically.

## APPENDIX C – Continued

### PUBLIC

- We will encourage all customers to make bill payments online or through drop boxes.
- The lobby will be roped off to direct customers to their destinations. Marks will be taped on the floor indicating a safe social distancing of at least 6' between customers.
- Signs will direct Public to appropriate lines for City Hall, Police and Community Development Department.
- A sign will be posted on the front door asking customers to recognize social distancing by not entering the door if someone is at the mark closest to the door; to wait in place outside.
- Staff will stay at their desk when addressing customers who approach the counter. Once the nature of the customer's business is decided, staff will either directly assist customer or contact the correct department to assist the customer.
- Public Restrooms will be closed to public.
- Signs encouraging use of personal pens/pencils posted at Counter. Public pens removed, and provided only at request and will be wiped after use.
- Public Spaces will be limited to Council Chambers and the Large Conference room. NO Public allowed into individual offices.
- Each Public space will have sanitizer wipes and the host of the public meeting shall wipe down immediately after use.

## **APPENDIX D**

### **Clerk's Office Plan**

The Clerk's Office is working along with the Treasurer's Office in maintaining the health and safety of the employees in City Hall.

#### **Personnel Daily Requirements**

1. Employees have been trained regarding COVID-19, training includes good hygiene practices through hand washing, frequent disinfecting of used items and surfaces, sneezing or coughing into a tissue or elbow and avoiding touching their faces.
2. Daily Health Screening Sheet
3. Workplace distancing and hygiene protocols
4. Mandatory use of masks and gloves (in open areas)
5. Frequent cleaning of work area, supplies and equipment. Shared equipment will be cleaned and sanitized before use, such as copiers, counter computers for receipting purposes, mausoleum keys when used, lock box keys and any other shared items.

#### **COVID 19 Suggested Changes to Working Conditions**

- Moving of passport processing and pictures to Council Chambers, utilizing the by appointment only scheduling, all surfaces and doorknobs to be wiped down afterwards.
- Cemetery sales to be handled by phone as much as possible and any in person meetings would require employees to wear gloves and masks
- Where possible, arrange workspaces and positioning to meet social distancing requirement of 6 feet
- Council Chambers has been set up with 6 foot between chairs. All surfaces will be wiped down after each use.
- Remote work schedules for the foreseeable future for election safety
- Employees are encouraged to stay home if they or someone in their immediate family is ill
- Employees who are dealing with family illness or stress from these uncertain times will be encouraged to use their sick time to work through these problems
- City resources (Helpnet) will be encouraged to be used by employees to deal with financial or emotional crisis
- Limiting customer face-to-face interactions
- Practicing hand hygiene immediately after handling in person payment transactions, mail distribution or delivery of packages
- Maintaining supplies on hand and reordering of PPE supplies as needed
- Frequent cleaning/disinfecting of personal workspace
- Social distancing by staying at least 6 feet from other people, not gathering in groups, limiting time in other employees workspace and avoiding traveling through common area workspaces as much as possible
- No visitors, residents or deliveries shall be allowed past the lobby for the Clerk's Department
- All concerns regarding symptomatic behavior should be addressed to supervisor
- If at any time staff is experiencing COVID-19 symptoms whether at work or otherwise it should be reported immediately to the supervisor and/or City Manager
- Employees will be encouraged to bring a lunch and eat at their desk to limit exposure

## APPENDIX D – Continued

### Cleaning and Disinfecting if Someone is Symptomatic

1. If an employee has developed symptoms of COVID-19 in the workplace, the area(s) used by the employee must be properly cleaned and disinfected prior to being used again.
2. First, close off areas used by the person who is symptomatic. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible. This may require the rescheduling of non-symptomatic employees.
3. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common area, shared electronic equipment like keyboards, phones, etc.
4. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

**APPENDIX E**  
**Community Development Plan**

**Essential Workers Necessary to Perform Critical Infrastructure Functions**

As the City of Saline has named the Community Development Department a critical infrastructure department, the department will return to normal, in office hours and activities, once permitted by the City Manager.

**Protective Safety Measures**

The Community Development Department will follow all protective safety measures as laid out in the City of Saline COVID-19 Preparedness and Response Plan.

Staff will also encourage permit applicants to submit permit applications via fax, email, or dropping application in a City drop box to limit social interactions. In the event an applicant must drop an application off in person, staff will use necessary Personal Protective Equipment (PPE) to ensure staff and visitor safety.

While conducting field work (i.e. inspections) the department will continue to follow protective safety measures by wearing necessary PPE such as masks and gloves and using their own personal vehicle when possible. If conducting an inspection in an owner occupied home or business, inspectors will also request the owner leave the inspection area in order to increase social distancing

Inspections will be limited to two (2) days per week (Tuesday and Thursday) in an effort to limit staff exposure to the public.

## APPENDIX F

### Department of Public Works Plan

This plan presents procedures for the next phase of COVID response, when we expect to end the split crew and return to a full workforce. This phase begins June 1<sup>st</sup>, 2020. Future phases and procedures will be announced as they are developed. These policies and procedures will be updated as new guidance and directives are received from the CDC, State, and County Health Department.

#### Building Entry Procedure

1. Prior to leaving home: employees will take temperature and review the health questions. Stay home if you answer “yes” to any question. Notify your supervisor.
2. Union and hourly employees will use the Paylocity mobile app to punch in before entering the building. Use of the central time clock is discontinued.
3. Put on a mask before entering the building. Follow the City facemask policy and any updates.
4. Have your temperature taken by a supervisor.
5. Fill out and sign the health screening questionnaire.
6. Wash your hands.
7. Maintain 6 feet of separation.
8. Each employee will have an assigned table. Sit only at your assigned table.

#### Entering Other City Buildings

It is not necessary to have your temperature taken or fill out a health screening questionnaire if you have already done so at the DPW.

#### Staggered Lunches

To minimize crowding and reduce the possibility of virus transmission, lunch will be staggered. Each crew member will be assigned to a lunch. Lunch assignments may change day to day to facilitate needed crew combinations.

1. Lunches will be at 11:30 and noon. Maximum occupancy during lunch is ten and each employee must sit at their assigned table. Particular care must be taken to maintain six feet of separation in the kitchen area. The kitchen area is not an exception to the facemask policy. Eating lunch is an exception to the facemask policy.
2. The remaining break period must be spent outside of the lunch area, maintaining six feet of separation.
3. Employees are reminded that the facemask policy is in effect when in public places during paid breaks.

#### Work Restrictions

The following general work and office policies are in effect:

1. DPW personnel must wear gloves and strictly adhere to the facemask policy when entering private residences. Avoid entering private residences if at all possible. The health questionnaire must be filled out by the resident and DPW will not enter for non-emergency work if any questions are answered “yes”.
2. Entrance doors will be kept locked and gates closed. The building is closed to the public.
3. Contractors may enter the facility with gloves and a facemask.
4. Sewer jetting may resume. Employees shall wear latex/nitrile/rubber gloves, safety glasses, an N95 or P95 mask/respirator, and a face shield.
5. Water meter replacements may resume with the private residence restrictions noted above.
6. Only one person per vehicle. Use multiple vehicles for multi-person tasks.

7. Utilize electronic communication as much as possible.
8. Maintain six feet of separation when speaking in person.
9. Stay home if you are sick.
10. Wash your hands thoroughly when entering the building and multiple times per day.

## APPENDIX G

### Department of Water and Wastewater Services (PCF) Plan

This plan presents procedures for the next phase of COVID response, when we expect to end the split crew and return to a full workforce. This phase begins June 1<sup>st</sup>, 2020. Future phases and procedures will be announced as they are developed. These policies and procedures will be updated as new guidance and directives are received from the CDC, State, and County Health Department.

#### Building Entry Procedure

1. Prior to leaving home: employees will take temperature and review the health questions. Stay home if you answer “yes” to any question. Notify your supervisor.
2. Union and hourly employees will use the Paylocity mobile app to punch in before entering the building. Use of the central time clock is discontinued.
3. Put on a mask before entering the building. Follow the City facemask policy and any updates.
4. Have your temperature taken by a supervisor.
5. Fill out and sign the health screening questionnaire.
6. Wash your hands.
7. Maintain 6 feet of separation.
8. Each employee will have an assigned table. Sit only at your assigned table.

#### Entering Other City Buildings

It is not necessary to have your temperature taken or fill out a health screening questionnaire if you have already done so at the WTP or WWTP.

#### Work Restrictions

The following general work and office policies are in effect:

1. PCF personnel must wear gloves and strictly adhere to the facemask policy when entering private residences or commercial buildings. Avoid entering private residences if at all possible. The health questionnaire must be filled out by the resident and PCF will not enter for non-emergency work if any questions are answered “yes”.
2. Contractors may enter the facility with gloves and a facemask.
3. Only one person per vehicle. Use multiple vehicles for multi-person tasks.
4. Utilize electronic communication as much as possible.
5. Maintain six feet of separation when speaking in person.
6. Stay home if you are sick.
7. Wash your hands thoroughly when entering the building and multiple times per day.
8. Be sure to disinfect commonly touched surfaces frequently.
9. Bring any questions and/or concerns to your Supervisor promptly for resolution.

**APPENDIX H**  
**Saline Police Department Plan**

**Essential Workers Necessary to Perform Critical Infrastructure Functions**

As the City of Saline has named the Saline Police Department (SPD) a critical infrastructure department, the department will return to normal, in office hours and activities, once permitted by the Police Chief.

**Protective Safety Measures**

The SPD will follow all protective safety measures as laid out in the City of Saline COVID-19 Preparedness and Response Plan.

SPD will also encourage citizens to contact the SPD via phone or email to limit social interactions. In the event a citizen must visit SPD in person, staff will use necessary Personal Protective Equipment (PPE) to ensure staff and visitor safety.

SPD Dispatch Center will work with the Treasurer and Clerk Offices to properly mark and manage the City Hall lobby area to ensure proper social distancing. The SPD service desk area has been temporarily modified to disable the sliding glass window. The glass is now locked in place and a plexiglass barrier with a service cutout at the bottom has been added for employee protection. Staff will be encouraged to discontinue the transfer of documents or other paper work unless deemed critical to operations.

While conducting field work the department will be encouraged to follow protective safety measures by wearing necessary PPE such as masks and gloves and disinfecting vehicle before another user enters.

The SPD will also no longer conduct Preliminary Breath Test's (PBT) in an effort to limit the spread.

**APPENDIX I**  
**City Manager's Office Plan**

**Essential Workers Necessary to Perform Critical Infrastructure Functions**

As the City of Saline has named the City Manager's Office a critical infrastructure department, the department will return to normal, in office hours and activities, once permitted.

**Protective Safety Measures**

The City Manager's Office will follow all protective safety measures as laid out in the City of Saline COVID-19 Preparedness and Response Plan.

Staff will also encourage all outside communications be conveyed via fax, phone, email, teleconferencing apps, or mail to limit social interactions. In the event a meeting must take place in person, it will be conducted in City Hall's designated public meeting location.

In the event a staff member must meet a citizen outside the office, the department will continue to follow protective safety measures by wearing necessary PPE such as masks and gloves and using their own personal vehicle when possible.

Staff will continue to be encouraged to work from home multiple days per week, when possible.

## **APPENDIX J**

### **Saline Area Historical Society Depot & Rentschler Farm Museums Plan**

#### **Volunteers**

- Will follow all protective safety measures as laid out in the City of Saline COVID-19 Preparedness and Response Plan
- Required to complete Self-Screening Tool each day on site
- Volunteers will be limit the amount of visitors inside of each building at one time in an effort to increase social distancing
- Volunteers will whip down hard touchable surfaces (ex: stair hand rails) with disinfectants after each tour and at the end of each day

#### **Visitors**

- Visitors will be required to wear a face masks while inside buildings
- Visitors will be encouraged to maintain proper social distancing
- Visitors will be encouraged to refrain from touching museum items