

# **CITY OF ST CLAIR SHORES**

## **Plan for Re-Opening of City Facilities and Resumption of Non-Essential Services**



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## I. Introduction

The COVID-19 outbreak has, in the span of less than six months, impacted the City of St Clair Shores in unprecedented and insidious ways. By threatening public health in a widespread and lethal manner, overwhelming health care systems' ability to treat the afflicted, disrupting primary, high school and higher education, and devastating the local, regional, state and national economies, COVID-19 continues to command a response comparable to the threat presented.

At this point in time, there is no vaccine available to protect against infection by COVID-19 and by most conservative estimates, a safe and effective vaccine is eighteen to twenty-four months away under ideal research, testing, and approval protocols. Effective medical treatments for the most severely affected patients are lacking and hospitals remain vulnerable to being overwhelmed by this patient population. Consequently, social distancing is the most effective means to protecting public health at this stage. Federal and state governments have advocated and ordered self-isolation, the most extreme means of social distancing, to quell the spread of COVID-19.

In Michigan, Governor Gretchen Whitmer by executive order implemented "Stay Home, Stay Safe" through June 7, 2020. Effective June 1, 2020, Governor Whitmer issued Executive Order 2020-110, which moved the state to Stage 4 of the Michigan Safe Start Plan, terminating the requirement that Michiganders stay home unless critical work or activity to sustain or protect life requires it. Effective July 29, 2020, Governor Whitmer, by Executive Order, amended the Safe Start Order prohibiting any indoor social gathering of more than 10 people statewide.

The City of St Clair Shores moved aggressively and quickly to protect residents and employees by closing facilities as of Monday, March 16, 2020. This proactive approach has served the City well as operations were well-prepared for Stay Home, Stay Safe upon its implementation. Most employees have been able to maintain key city services despite having to work remotely from home. The impending challenge for City Administration was how to safely reopen City facilities to the public on June 15, 2020 without jeopardizing the health of City personnel and members of the public.

Most public health experts are advocating for the continuation of social distancing, wearing a mask, and washing hands as best practices for preventing the transmission of COVID-19. Many of these experts cite the risk of relaxing social distancing and returning to business as usual. With such a large population that has not been exposed to COVID-19, there is high probability that the virus will rapidly spread and, once again, force the imposition of a Stay Home, Stay Safe order. This risk will remain prevalent until such time as a vaccine is readily available. Accordingly, the City fully anticipated that executive orders permitting re-opening of City facilities and resumption of non-essential services would be conditioned on a plan that provided assurances for social distancing at all times. With so much at stake and with the state mandating social distancing, it was imperative that the City of St Clair Shores develop and implement a plan for safely reopening City facilities.

## II. Re-Opening of City Facilities

Achieving a safe re-opening of City facilities required a comprehensive approach that included the following elements:

### Assuring Social Distancing by Reducing the Density of Occupants On-Site

The City reduced the number of employees and visitors present within the publicly accessible and work areas of City facilities to ensure that the recommended six-foot (6) social distancing space is observed at all times.

This objective was achieved by:

1. Determining the appropriate occupancy load (employees and visitors) within each City facility in compliance with state guidelines.
2. Development of a personnel plan that reduces the occupancy load for employees.
3. Development of a comprehensive plan to control the occupancy load and movement of visitors to City facilities.

With these objectives in mind, City Administration worked with the Fire Marshal to establish the occupancy load for each City facility. This occupancy load was translated into the allowable number of occupants under state guidelines developed to ensure adequate social distancing within facilities both greater and less than 50,000 square feet.

Department Directors were then tasked with developing a detailed personnel plan aimed at keeping both employees, residents, and visitors safe.

Due to the high demand for City services, its facilities are susceptible to the type of overcrowding that would quickly overwhelm the limited occupancy load and compromise social distancing. Consequently, Directors were tasked with developing protocols for limiting the number and flow of visitors into City facilities. For City Hall, the resulting plan incorporates efficiencies to control the flow of visitors within City Hall. The City has modified its east entrance to City Hall to provide for two-way traffic in and out of the building. Each of the six service counters will service one visitor at a time and overflow will be safely spaced six feet apart using visual cues. During high traffic times of the day, overflow visitors will be required to wait outside the building using visual markers. The City is also providing public outreach on the extensive array of services that can be completed by businesses and residents on-line. A comprehensive list of services residents can use without ever leaving home can be found by visiting [www.scsmi.net](http://www.scsmi.net).

## Protecting the Health of Employees

While preservation of social distancing within City facilities is critical, protecting the health of all City employees required that additional best practices and protocols be instituted. The following outreach, physical improvements, and protocols were implemented at all City facilities and integrated into policies developed for City operations that occur offsite:

**Employee Education** – Employees receive direct communications on how to protect themselves and others in the workplace from the potential for transmission of COVID-19. Employees are encouraged to immediately notify their Department Director or the City Manager’s Office of any condition or failure to adhere to healthy protocols and practices that could present a health risk to employees or the public.

**Policies for Off-Site Work** – Employees who provide public services outside of City facilities are subject to detailed policies developed by Directors to protect their health and observe best practices while in the field.

**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 Director and will not be allowed to enter the work area (refer to Attachment A – Employee/Contractor Entrance Procedure).

**Personal Protective Equipment** – Employees were provided personal protective equipment (PPE), including masks, gloves, and face shields as appropriate to their job activities. A mask/face covering/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, where a protective barrier is not present whenever dealing with a member of the public or where social distancing of six feet (6) feet is not possible. Masks are optional when sitting at a personal workstation, desk, or when a protective barrier is present that provides separation or a minimum social distance of at least six (6) feet is obtainable. Gloves are available and use is mandatory when handling money and sorting mail.

To reduce exposure to COVID-19, the following controls have been implemented:

### Facilities:

- Physical barriers, such as Plexiglass shields, have been installed where appropriate.
- Social Distancing indicator marks have been placed in appropriate areas.

- Visual indicators of appropriate spacing for employees outside the building are in place.
- Air filtration systems have been upgraded from MERV 7 filters to MERV 13 filters in all office areas and at the air handling unit to more effectively clean the air.
- Signs promoting the importance of personal hygiene have been posted.
- Signs have been posted at all entrances stating staff and visitors are required to wear a face covering when entering building.
- Capacity limit signs will be placed at all facilities.

#### Infection Control:

- Sanitation stations are located at each building entrance requiring employees/guests to sanitize hands upon entry.
- The City has increased facility cleaning and disinfection with our contracted cleaning company to limit exposure to COVID-19 especially on high-touch services by wiping/disinfecting common touch points, counters, cashier area, door handles and common touch points in restrooms. The contractor also services several city facilities mid-day to address high traffic areas and high touch surfaces.
- Dedicated entry point(s) have been established for all employees to reduce congestion.
- Face coverings are required in shared spaces, including in-person meetings, in restrooms, and in all common areas. Masks have been provided to all staff.
- Gloves have been provided to employees handling cash and mail. Gloves are also available to all staff upon request.
- Water fountains/ice makers have been disconnected.
- Disinfecting wipes and supplies have been provided for employees to wipe down their work stations at least twice daily.

#### Policy:

- Workers continue to be discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

- A worksite supervisor has been designated at each facility to implement, monitor, and report on the COVID-19 control strategies developed for the workplace (Attachment B).
- COVID-19 training for workplace infection-control practice and the proper use of personal protective equipment has been made available on the SCS Intranet page for reference.
- Employees are to notify the City Manager's Office of any unsafe working conditions.
- Employees were notified on April 20, 2020 of protocols should they become symptomatic at work and the return to work protocol.
- All unnecessary business-related travel is temporarily suspended.
- Indoor social gatherings and organized events up to 10 people will be allowed, as will outdoor social gatherings and organized events up to 100 people (per EO dated July 29, 2020).
- Breakrooms are designated strictly for the use of the refrigerator, microwave, and coffee maker only. Employees are encouraged to take breaks/lunch at their desk, in their vehicle, or outside the building. There is a limit of two employees in the breakroom at the same time.
- Cleaning and communication protocols have been put in place should an employee be sent home with symptoms (refer to Screening Prior to Shift below)
- Employer will notify employees if we learn of an individual (resident, contractor) that visited a facility that has a confirmed case of COVID-19.
- The City is working to bring many services online to limit in-person contact.

## **CITY OF ST. CLAIR SHORES COVID-19 PREVENTATIVE MEASURES**

### SCREENING PRIOR TO SHIFT:

Employees must self-screen for the following symptoms/criteria prior to reporting to work every day.

- Temperature above 100.4 degrees Fahrenheit
- Symptoms of respiratory infection (fever, cough, shortness of breath)
- Recent loss of smell or taste
- Diarrhea
- Vomiting
- Abdominal pain

- Headache
- Have been exposed to someone with confirmed COVID-19

If an employee demonstrates any symptoms of COVID-19 or has a suspected or confirmed diagnosis of COVID-19, the employee will stay home and contact their immediate Supervisor or Department Director. The Supervisor will immediately cordon off/close the affected work area or office for cleaning and disinfecting. The Supervisor will contact the City Manager's Office who will notify the Macomb County Health Department and the contracted cleaning company will be contacted to schedule deep cleaning and disinfecting. The Supervisor will be responsible for completing the Contact Tracing List and Exposure Questionnaire and providing this information immediately to the City Manager's Office.

#### DURING WORK PROTOCOL:

Employees reporting to work shall practice good hygiene and infection control practices, including:

- Frequent and thorough hand washing, at least 20 seconds with soap, or use hand sanitizer, if soap and running water are not immediately available
- Avoid touching face
- Adhere to six-foot social distancing and practice respiratory etiquette, including coughing or sneezing into elbow
- Masks/face coverings are **REQUIRED** when employees cannot consistently maintain six feet of separation, leave their office, or are in an occupied vehicle.
- Do not use other worker's phone, desks, offices or other work tools or equipment, when possible
- Routinely clean and disinfect surfaces, equipment, and other elements of the work environment.

#### RETURN TO WORK:

The City of St. Clair Shores City Manager's Office will provide guidance for return to work practices, which will incorporate guidance from the Federal Center for Disease Control, FEMA, EEOC and the State of Michigan. The current best practices are as follows:

An employee that has a confirmed case of COVID-19 or suspected but non-confirmed case can return to work when:

- They have had **NO** fever for at least one day (24 hours) without taking medication to reduce fever during that time: **AND**
- There is an improvement in their respiratory symptoms (cough and shortness of breath) for three days; **AND**
- At least ten (10) days have passed since their symptoms began.

- They can return to work after meeting the same qualifications, after their ten (10) day quarantine, or if a doctor determines the cause of their fever is not COVID-19 and approves their return to work.

If at any time a doctor confirms the cause of their fever or other symptoms as **NOT** COVID-19 and approves them to return to work, then employees can return.

#### EXPOSURE BUT NON-SYMPTOMATIC:

An employee that has been exposed to a family member with a confirmed case of COVID -19 or a suspected but non-confirmed case can return to work when:

Fourteen (14) days have passed with no symptoms with the following precautions being taken at the workplace.

The CDC guidance explains that critical infrastructure workers who have had exposure but remain asymptomatic (not showing signs of COVID-19) should take the following steps along with their employers:

- Pre-Screen: Employees should measure their temperature and assess symptoms prior to reporting to work each day.
- Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program. Employer may conduct period temperature checks of employees.
- Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- Social Distance: The employee should maintain six feet (6) and practice social distancing as work duties permit in the workplace.
- Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

#### IF EMPLOYEE BECOMES SYMPTOMATIC AT THE WORKPLACE:

Should an employee become sick during the work day, they should *immediately* be sent home, and all surfaces in their workspace should immediately be cleaned and disinfected. The Supervisor should also compile information on anyone who had contact with the ill employee *during the time the employee showed symptoms or the two days prior to symptoms*, and all others at the workplace who had close contact within 6 feet of the ill employee during such time should be considered exposed.

#### HIPAA

Currently HIPAA remains in effect and all privacy rights shall be respected for employees of the City during this compliance period.

### III. The Re-Opening Schedule

Subject to Governor Whitmer's decision to allow non-essential government operations to resume after June 15, the City's tentative schedule for re-opening City facilities is as follows:

#### **City Hall**

June 1 – June 14– City facilities will remain closed to the public while City Staff returns to prepare facilities for a re-opening. Employees will work their normal scheduled shift in accordance with the personnel plans developed by Department Directors.

June 15 – August 3- City Hall will open to the public between the hours of 8:30 a.m. and 4:30 p.m. Employees will work on-site from 8:00 a.m. to 4:30 p.m. in accordance with the personnel plans developed by Department Directors.

August 3 – present – City Hall will fully open to the public Monday thru Friday, 8 am – 4:30 pm.

#### **St Clair Shores Public Library**

June 1 – June 14 - The Library will remain closed to the public while Library Staff returns to prepare facility for re-opening. Employees will work on-site during regular Library hours in accordance with the personnel plan developed by the Director. Phone service will be available to the public.

June 15 and thereafter – The St Clair Shores Public Library (Library) begins contactless curbside pickup. Patrons will need to place holds on desired items beforehand by calling the Library. Once the holds arrive, patrons may drive up to the library at a designated appointment time when a Library staff member will deliver items to the patron's car.

June 15 and thereafter – The Library will open to a limited number of patrons for using its computers, copier, and fax/scan station. Patrons can use the technology for up to one hour a day.

#### **Parks & Recreation Department**

Beginning June 2, the Parks & Recreation Office will be open from 9 am – 7 pm Monday thru Friday and 9 am – 2 pm on Saturdays. Closed on Sundays. Park passes, boat well and boat launch passes are available for purchase.

Park amenities and department facilities are open for use in accordance with the Governor's guidelines:

- Soccer Fields
- Baseball Fields
- Basketball Courts
- Skate Park
- Dog Park
- Brys Park
- Veterans Memorial Park
- Lac Ste Claire Pool
- SMART Bus Service
- Golf Course

The Senior Center and Ice Arena will resume operations on Wednesday, September 9, 2020.

# ***EXHIBIT A***

**COVID-19 City Hall Employee Entrance Procedures  
Effective June 1, 2020**

Employees are to follow the guidance in the City of St. Clair Shores COVID-19 Workplace Operations Plan Phase I and prescreen at home before coming to work.

The following employee entrance procedure adds another layer of precaution to protect the workplace and workforce.

All employees reporting to work will enter City Hall through the eastside entry doors (parking lot side) wearing a facemask. After hand sanitizing, employees will then proceed to their designated "Employee Screening Station" **prior** to clocking in or going to their workspace. Employees on the north side of the building will go to Station A; employees on the south side of the building will go to Station B. Employees are to maintain a safe social distance of 6 feet when waiting in their appropriate line. Refer to the attached map for station entrances and traffic flow.

At the Employee Screening Station, employees will use the forehead infrared thermometer to take their temperature and provide the requested information on their department's screening form. Refer to attached log and symptoms checklist.

If any of the following conditions are met, the employee will **immediately** leave the building and contact their supervisor by phone:

- Employee's forehead temperature is above 100 degrees Fahrenheit
- Employee is experiencing at least two of the COVID-19 symptoms listed in the checklist
- Employee has been exposed to someone with confirmed COVID-19

After completing the entry process, the employee can then proceed to clocking in and going to their workstation.

To limit exposure, employees returning from lunch or break will re-enter City Hall through the west entrance (Jefferson). After hand sanitizing, employees will then proceed to their workstation. Obtaining a second temperature read is optional.

Attachments:

- Notice at Collection
- Symptom Checklist
- City Hall Map
- Department Screening Log

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_

Date

## **NOTICE AT COLLECTION**

Pursuant to Governor Whitmer's Executive Order #2020-97 "Safeguards to protect Michigan's workers from COVID-19 and to help foster a safe work environment", the City of St. Clair Shores has set up an Employee Building Entry Procedure that will collect certain personal information. The personal identifiers and data are listed below. This information will only be used to verify that you do not have symptoms, as published by the CDC, of COVID-19 upon entry to the workplace. While it is not the intent of the City of St. Clair Shores to share collected data, you should be aware that it could be shared with the Macomb County Health Department, appropriate agencies of the State of Michigan and/or the United States Government upon their request and in compliance with any laws or orders issued at the time of request.

### **Personal Identifiers:**

We collect your employee number. We use this information in lieu of your name to provide verification that you completed the daily required entry protocol.

### **Personal Data:**

We collect the following health information: temperature read by a touchless infrared thermometer and signoff that you do not have listed COVID-19 symptoms.

# Employee/Contractor Health Screening Checklist

Have you had at least two of the following symptoms since your last day at work that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

Temperature?

Chills?

Repeated shaking with chills?

Cough?

Shortness of breath?

Sore throat?

Muscle aches?

Headache?

Vomiting?

Diarrhea?

Abdominal pain?

New loss of smell or taste?

**IF YOU ANSWER “YES” TO AT LEAST TWO OR MORE OF THESE SCREENING QUESTIONS, YOU ARE ADVISED TO IMMEDIATELY LEAVE THE BUILDING AND CONTACT YOUR SUPERVISOR BY PHONE.**

**EXAMPLE (DEPT)**

**Employee Health Screening Checklist**

<b>Date</b>	<b>Employee #</b>	<b>Fever &gt;100F</b>	<b>Two Symptoms</b>	<b>Exposed "Y" or "N"</b>
<b>5/15/2020</b>	<b>02</b>	<b>N</b>	<b>N</b>	<b>N</b>

\_\_\_\_\_  
**Department Director Signature**

\_\_\_\_\_  
**Date**

***EXHIBIT B***

### COVID-19 Worksite Supervisor

<b>Department</b>	<b>Worksite Safety Manager</b>	<b>Entrance Procedure</b>
City Hall	City Manager's Office	Yes
Library	Harville, Drewek, Christein	Yes
DPW/Motor Pool	Miller	Yes
Police	Shift Lieutenant	Yes
Civic Arena/SAC	Hubinsky	Yes
Fire	Senior Staff	Yes
Golf	Spinazzola	Yes
Parks/Harbor	Unknown	No

# ***EXHIBIT C***

# **St. Clair Shores Fire Department**

## **COVID-19**

### **Response Guideline**

The St. Clair Shores Fire Department COVID-19 Incident Action Plan is attached. The following documents are effective immediately.

-Response Guidelines

-Decon

\*Apparatus

\*Equipment

\*Personnel

\*Station

-Command Staff Memo

-PPE Memo

-Rig Staffing Memo

-Daily Screening Memo

-Station Cleaning Memo

\*Cleaning Log

-Non-Essential Personnel in Stations Memo

-Fire Chief Unavailable Memo

-Return to Work Memo

-Mandatory Mask Usage Memo

# Response Guidelines

All calls for service will be screened by SERESA for potential COVID-19 symptoms

This will be the case for all Police, Fire, and EMS Incidents

Critical interventions, such as CPR, will not be delayed due to the COVID-19 screening process

The Following Questions will be used for screening-

*Is anyone at your location currently under public health monitoring for COVID-19?*

*Do you have a fever?*

*Do you have a cough?*

*Do you have difficulty breathing?*

*Does anyone at your location currently have a fever with a cough or a fever with shortness of breath?*

*Are you able to walk/meet EMS at the door?*

Based on the caller's response to the screening questions, the responding units will be advised as to whether there is or is not the presence of COVID-19 symptoms on scene.

SERESA dispatchers will provide a call back number when possible in the BRX dispatch information. Responding Alpha units have been issued department cell phones and will call the number provided by dispatch to speak with the patient or someone on scene prior to arrival when possible.

Even with a thorough screening process in place, ALL responding personnel should utilize appropriate PPE when responding to all incidents.

PPE to be used by personnel is considered Goggles or plastic face shields, gloves, gowns or Tyvek suits, N95 respirator masks, department issued EMS jackets, and in extreme cases SCBA Air Packs.

Crews are to limit medical equipment inside a residence/scene to essential equipment only. Equipment should be based on dispatch information and pre-screening by responding personnel.

# Treatment Guidelines

Response to all calls for service will be handled using MCMA (Macomb County Medical Authority) Protocols.

EMS Lt. Kraus will make these protocols available to all department members.

The official means of distributing new information and updated protocols will be via department email.

The updated protocols will also be posted on the Target Solutions home page.

All personnel will be responsible for checking department email at least twice daily to check for protocol and departmental updates to this everchanging situation. Email shall be checked at the beginning of each shift, approximately 15:00 hours, or when advised of new information.

Along with following MCMA Protocols responding personnel should also consider the following actions:

- Re-screen patients using COVID-19 screening questions
- Maintain a distance of at least 6 feet when possible
- Have patients that are able meet responding crews at the door
- Limit personnel exposure when possible to one crew member entering the residence
- All patients being transported from nursing homes will have a surgical mask in place when entering the Emergency Room.
  
- In non-emergency situations, non-transporting units can wait up to 30 minutes for a transporting unit prior to making patient contact.
  
- Family members are not to ride with patients as hospitals are only allowing visitors under extreme circumstances.

# COVID-19 Decon: Apparatus

**Exposure Control** refers to the preventative measures taken to avoid exposure to a contaminate.

**Cleaning** refers to the removal of germs, dirt, and other impurities from surfaces.

**Disinfecting** refers to using chemicals to kill remaining germs on surfaces.

## **Exposure Control-**

- 1-Exercise due caution to prevent any contaminant from entering the driver compartment
- 2-Completely isolate driver compartment from patient compartment
- 3-Additional passengers (avoid if possible) must ride in the patient compartment with a mask
- 4-All EMS cabinets in the patient compartment must be properly sealed
- 5-Turn patient compartment fan on high at all times

## **Cleaning-**

- 1-Leave patient compartment doors open for ventilation on arrival at receiving facility
- 2-Personnel should wear appropriate PPE
- 3-Maintian open patient compartment doors throughout the cleaning and disinfecting process
- 4-Wipe all high-contact surfaces with department provided cleaning products
- 5-Start at rear doors (patient compartment) and proceed counterclockwise (seats/walls/doors)
- 6-Move to front of patient compartment and clean ceiling and floor (move front to back)
- 7-Properly dispose of used cleaning products and prepare for disinfecting process

## **Disinfecting-**

- 1-Maintian open patient compartment doors and full PPE precautions
- 2-Spray or wipe all surfaces with EPA-registered, hospital-grade disinfectants only (wet thoroughly)
- 3-Surfaces must remain wet for the minimum amount of time as outlined by the manufacturer
- 4-After waiting for the required amount of time, wipe surfaces with towel if needed or allow to air dry (preferred)
- 5-Properly dispose of used cleaning products
- 6-Patient care providers shall only ride in the patient compartment of the apparatus
- 7-Seating areas used by personnel during this time should be sprayed once more upon exit

# COVID-19 Decon: Equipment

**Exposure Control** refers to the preventative measures taken to avoid exposure to a contaminate.

**Cleaning** refers to the removal of germs, dirt, and other impurities from surfaces.

**Disinfecting** refers to using chemicals to kill remaining germs on surfaces.

## **Exposure Control-**

- 1-Avoid the use of equipment deemed to be non-essential based on the critical factors
- 2-Attempt to reduce exposure by having one member handle all equipment when possible
- 3-Do not store disinfectant equipment with contaminated equipment when possible
- 4-Equipment stored in COVID treatment kits should be used first when possible
- 5-Attempt to not use equipment from multiple apparatus when possible

## **Cleaning-**

- 1-Remove all potentially contaminated equipment from the apparatus
- 2-Personnel should wear appropriate PPE
- 3-Wipe all high-contact surfaces with department approved cleaning products only
- 4-Properly dispose of used cleaning products and prepare for disinfecting process

## **Disinfecting-**

- 1-Spray or wipe all surfaces with EPA-registered, hospital-grade disinfectants only (wet thoroughly)
- 2-Surfaces must remain wet for the minimum amount of time as outlined by the manufacturer
- 3-After waiting for the required amount of time, wipe surfaces if required with towel or allow to air dry
- 4-Properly dispose of used cleaning products
- 5-Return equipment to apparatus once it is both dry and disinfected

# COVID-19 Decon: Personnel

**Exposure Control** refers to the preventative measures taken to avoid exposure to a contaminate.

**Cleaning** refers to the removal of germs, dirt, and other impurities from surfaces.

**Disinfecting** refers to using chemicals to kill remaining germs on surfaces.

## **Exposure Control-**

- 1-Take full PPE precautions for all potential, suspected or confirmed COVID-19 cases
- 2-Minimum PPE for COVID-19 incidents: N95 respirator, gloves, isolation gown or Tyvec, eye protection. Department provided coveralls are also provided.
- 3-Minimize/eliminate potential sources of exposure: Cell phone, keys, belt, wallet, etc.
- 4-Donning and doffing of all PPE shall be in accordance with NETEC guidelines
- 5-Do not allow any non-SCSFD personnel into the station unless necessary
- 6-Do not allow any sources of potential contamination into the living area of the station
- 7-Practice proper personal hygiene and sanitary eating habits
- 8-Keep hands away from face and limit items touched
- 9-Document all exposures in accordance with department policy

## **Cleaning and Disinfecting Hands and Body-**

- 1-Regularly wash hands with soap and water for at least 20 seconds
- 2-If soap and water are not available, use approved alcohol-based hand sanitizer (60% or higher)
- 3-Personnel should wear appropriate PPE
- 4-Maintain open patient compartment doors throughout cleaning and disinfecting process
- 5-Properly dispose of used cleaning products and prepare for disinfecting process
- 6-Immediately shower after removing boots and clothing

## **Cleaning and Disinfecting Boots, Linens, and Clothing-**

- 1-Wear EMS gloves when handling dirty boots, linens, or uniforms
- 2-Removed boots and hat outside of living area: Clean with wipes prior to spray disinfectant
- 3-Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air
- 4-Use a mild detergent and launder items in washing machine on “sanitize” mode
- 5- Dry items in accordance with manufacturer’s instructions

# COVID-19 Decon: Station

**Exposure Control** refers to the preventative measures taken to avoid exposure to a contaminate.

**Cleaning** refers to the removal of germs, dirt, and other impurities from surfaces.

**Disinfecting** refers to using chemicals to kill remaining germs on surfaces.

## **Exposure Control-**

1-All personnel shall maintain personal hygiene in a manner that minimizes the spread of contaminants

2-Regular hand washing with soap and warm water for at least 20 seconds is mandatory whenever hands may be contaminated.

3-Cover your cough/sneeze

4-No unnecessary outside visitors shall be allowed into the stations. No social visits.

5-No EMS jackets will be allowed in areas other than the apparatus bays/laundry areas.

6-It is recommended that personnel wear street clothes to and from work and launder their uniforms using department washing machines.

7-Daily screening of personnel will reduce the risk of station contamination.

8-End Stations will limit trips to Station 1 (Supplies, bottle refills, etc.)

## **Cleaning/Disinfecting-**

1-The station is to be maintained in a clean state at all times.

2- Cleaning and disinfecting will be conducted according to the Station Cleaning Memo attached to this response guideline.

3-It is also noted that additional cleaning may be needed in certain areas throughout the day at personnel discretion.

4-Department purchased cleaning products are to be used in the stations. Spray cleaners, 10% bleach solution, spray disinfectants (Lysol) are to be used for station cleaning.

5-Wipes are to be reserved for ambulances and mobile apparatus. Red Top and Stryker Wipes are not to be used in the stations.

6-In instances of gross contamination, personnel will use the appropriate PPE for cleaning prior to disinfecting.

**ST. CLAIR SHORES FIRE DEPT.**  
**M E M O R A N D U M**

**Date: 03/26/2020**

**To: Fire Department Personnel**

**From: Chief Piper**

**Re: COVID-19 Command Staff Contacts**

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	<u>Phone</u>	<u>Email</u>
Chief James Piper	586 217-1956	<a href="mailto:piperj@scsmi.net">piperj@scsmi.net</a>
Fire Marshal Desmadryl	586 292-2533	<a href="mailto:desmadryls@scsmi.net">desmadryls@scsmi.net</a>
Battalion Chief Salerno	810 333-1346	<a href="mailto:salernod@scsmi.net">salernod@scsmi.net</a>
Battalion Chief Vesper	586 524-2264	<a href="mailto:vesperr@scsmi.net">vesperr@scsmi.net</a>
Battalion Chief Harris	586 929-8984	<a href="mailto:harrisj@scsmi.net">harrisj@scsmi.net</a>
Chief of Training Grover	248 894-3175	<a href="mailto:groverk@scsmi.net">groverk@scsmi.net</a>
EMS Lieutenant Kraus	586 557-1110	<a href="mailto:krausk@scsmi.net">krausk@scsmi.net</a>
Cathy McCormick	586 879-5463	<a href="mailto:Cathym@scsmi.net">Cathym@scsmi.net</a>

**ST. CLAIR SHORES FIRE DEPT.**  
**MEMORANDUM**

**Date: 03/26/2020**

**To: Fire Department Personnel**

**From: Chief Piper**

**Re: Use of PPE For All Incidents During COVID-19 State of Emergency**

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To ensure our staff is protected regardless of a positive/negative COVID-19 screening, the first person/crew to make contact with a patient shall don respiratory protection (N95 or greater). This should occur anytime staff is within 6ft of a patient (subject/reporting party). Frontloaded personnel should not be within 6ft of the public or should level one stage.

The minimum PPE for ALL calls is: N95 mask, gloves, EMS Jacket and eye protection.

For COVID-19 Suspected incidents includes: N95 mask, gloves, isolation gown, and eye protection.

Department provided coveralls are available for use by department personnel. They are another layer, but do not take the place of gowns or Tyvek suits.

All personnel are to keep at least one extra uniform at the station.

**ST. CLAIR SHORES FIRE DEPT.**  
**M E M O R A N D U M**

**Date: 03/26/2020**

**To: Fire Department Personnel**

**From: Chief Piper**

**Re: COVID-19 Emergency Rig Staffing**

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During the COVID-19 State of Emergency, the SCSFD has the ability to staff additional apparatus.

Additional ambulances and fire apparatus may be needed to maintain an effective response to this crisis.

In addition to the three in service ambulances, two additional ambulances can be staffed at the discretion of the on-duty Battalion Chief. The Chief of the department will be consulted when possible in regards to this decision.

Fire apparatus will be manned on an as needed basis.

Utilizing additional apparatus will not affect the rig staffing language set forth in the collective bargaining unit.

All units will be staffed with at least two personnel.

Use of additional apparatus will be directed by the on-duty Battalion Chief.

**ST. CLAIR SHORES FIRE DEPT.**  
**MEMORANDUM**

**Date: 03/26/2020**

**To: Fire Department Personnel**

**From: Chief Piper**

**Re: SCSFD Daily Screening of Department Staff**

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As an additional layer of precaution, we will be performing daily temperature checks on all department personnel. Temperature checks will be conducted at 0800 and 2000 hours.

Temperatures will be taken with a department provided thermometer.

Thermometers will be cleaned after each use.

Fevers registering 99.0 degrees Fahrenheit or higher will be confirmed using an oral thermometer.

Temperatures of 100.0 degrees Fahrenheit that are confirmed will be cause for the employee to be sent home.

Anyone with a fever prior, during or after their shift will not be allow to return to work until they have been fever free for 72 hours without the use of fever reducing medications.

Members should be in a room temperature environment (65-75 degrees F) for at least 30 minutes. No hats should be worn prior to temperature checks. Temperatures should not be recorded within 30 minutes of being outdoors, exercising, or bathing.

Oral temperatures are not to be taken within 5 minutes of eating or drinking.

Station Lieutenants will be responsible for facilitating temperature checks will have the ability to send people home who have a fever of 100 degrees or more and notify the Battalion Chief.

Daily Checks will be logged in Target Solutions under COVID-19 Daily Screening.

**ST. CLAIR SHORES FIRE DEPT.**  
**M E M O R A N D U M**

**To: Fire Dept Personnel**

**From: Chief Piper**

**Date: 3/26/2020**

**Re: Station Cleaning/Disinfection During Covid-19 State Of  
Emergency**

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In an effort to protect ourselves and stop the spread of COVID-19 we are requiring the stations to be disinfected on a daily basis. Disinfection shall be done daily after truck checks. High traffic areas such as kitchens, day rooms, BC office may need a second disinfection later in the day. Please use the provided Disinfection Log sheets. The log sheets shall be posted at the entrance of every room. Please fill out the sheet appropriately so that anyone entering the room is aware of the time the room was cleaned and to what extent.

The goal of the log sheets is to give assurance the area you are entering is in fact clean, therefore you may not have to disinfect the area as you enter. We are by no means rationing cleaning supplies; however, we are trying to avoid the overuse of cleaning supplies in areas that have recently been cleaned and have not been contaminated.

(Example: FF Joe enters the BC office sprays Lysol on all the hard surfaces. He then leaves the office, 10 minutes later FF Timmy enters the office and sprays all the hard surfaces again with Lysol prior to working in that office.) Currently we have enough cleaning supplies to keep us safe, our goal is to maintain enough supplies to get through this Pandemic.



**St. Clair Shores Fire Department**  
**Station Cleaning Log**

**ST. CLAIR SHORES FIRE DEPT.**  
**M E M O R A N D U M**

**Date: 03/26/2020**

**To: Fire Department Personnel**

**From: Chief Piper**

**Re: Non-Fire Department Personnel in Stations**

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Effectively immediately only Fire Department Personnel will be allowed in our stations for anything other than required repairs/servicing of equipment.

This is to be enforced by all department members.

No social visits from family or friends.

Deliveries will be greeted outside and directed where to leave packages.

Designated delivery areas should be apparatus bays when possible.

Packages can also be left in the vestibule at Station 1.

Donations should be accepted, however done with due care and caution as to limit contaminates into our buildings.

These practices are in effect until further notice.

**ST. CLAIR SHORES FIRE DEPT.**  
**M E M O R A N D U M**

**Date: 03/26/2020**

**To: Fire Department Personnel**

**From: Chief Piper**

**Re: Fire Chief Unavailable**

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With the current state of emergency (COVID-19), should Chief Piper be unable to perform his duties due to illness, injury, or isolation, the following plan is to be utilized.

Fire Marshal Desmadryl will assume the administrative functions of the department.

Battalion Chief Vesper will be moved to a forty (40) hour schedule and take over the operational functions of the department.

If this plan becomes necessary, Marshal Desmadryl and Battalion Chief Vesper will work alongside each other and with the remainder of the Command Staff to ensure that the mission of the department is carried out.

If needed, this plan will be in effect for the duration of the emergency.

**ST. CLAIR SHORES FIRE DEPT.**  
**M E M O R A N D U M**

**Date: 03/26/2020**

**To: Fire Department Personnel**

**From: Chief Piper**

**Re: Return To Work**

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Members that report symptoms or fever should stay home and do not need to come to work to have their temperature taken and be sent home.

If you stay home or are sent home due to symptoms you must contact your chain of command prior to returning to work. The full list is more extensive but two main categories are listed below.

Fever Only –

If all you experienced was fever, you will be allowed to return to work if you report being fever free for 72hrs without the use of fever reducing medications (Tylenol, ibuprofen).

Covid Symptoms-

For mild illness consistent with Covid-19, you must stay home for 7 days following onset of illness, fever, or symptoms. When you are beyond 7 days you must also be fever free without meds for 72hrs, whichever is longer. If your symptoms and fever resolve on day 6 you won't be returning until day 9 at the earliest.

**ST. CLAIR SHORES FIRE DEPT.**  
**M E M O R A N D U M**

**Date: 04/05/2020**

**To: Fire Department Personnel**

**From: Chief Piper**

**Re: Mandatory Mask Usage**

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Based on a combination of factors including new CDC recommendations, we will begin to implement mask usage inside the station as well as when we are in public.

In the station you will wear the N95 mask until we get a large enough supply to do this with surgical masks.

Medics will use their mask in the station to their EMS Call. Upon completion of the call and decontaminating the truck they will ensure a supply of masks available on the truck and don a new mask BEFORE entering the cab of the truck with their partner. That new mask is now your "around the station" mask until another call comes in.

LT, DE, and BC will do similar but likely will not need to "get rid" of their mask as often due to number of calls and should simply replace at the end of each shift at a minimum.

It is expected that members will all wear masks around the station when 2 or more are present and we cannot maintain the strict social distancing measures. If you are in an office by yourself or in another area alone it is not expected to be actively wearing the mask until another person enters and movement in the room keeps you from being able to maintain that needed distance.

When a supply of Surgical Masks becomes available this will change somewhat in usage as we will still use the N95 on calls and have the Surgical Masks available for in the cab of vehicle and when we get back to the stations.

The use of masks will also comply with the CDC recommendation of usage in public. Going to the store or picking up food will require the usage of a mask by our members.

**City of St. Clair Shores  
Parks and Recreation Dept.  
Golf Pro Shop and Carriage House COVID Precautions  
Effective MAY 21, 2020**

Employees are to follow the guidance in the City of St. Clair Shores COVID -19 Operations plan and prescreen at home before coming to work.

The following employee entrance procedure adds another layer of precaution to protect the workplace and workforce.

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All employees reporting to work will park in the MAIN Parking Lot and proceed to the Carriage House to have a temperature reading taken via an Infrared Thermometer, and to record the information on the Departmental Log.

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If any of the following conditions are met, then the employee will immediately leave the building and contact their supervisor by phone.

- Employee's forehead temperature is above 100 degrees Fahrenheit
- Employee is experiencing at least two of the COVID-19 symptoms listed in the checklist
- Employee has been exposed to someone with confirmed COVID-19

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After entry procedures have been completed, you may proceed to clock in and begin your shift.

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Signature

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Printed Name

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Date

# **COVID-19 St. Clair Shores Public Library Employee Entrance Procedures Effective June 1, 2020**

Employees are to follow the guidance in the City of St. Clair Shores COVID-19 Operations Plan and prescreen at home before coming to work.

The following employee entrance procedures add another layer of precaution to protect the workplace and workforce.

All employees reporting to work will enter the Library through the eastside PUBLIC ENTRY DOORS, (not the staff entrance) on the parking lot side of the building, WEARING A FACEMASK. Employees will then proceed to the designated "Employee Screening Station" **prior** to clocking in or going to their workspace. The screening station is located inside the building near the New Book area of the Library. Employees are to maintain a safe social distance of 6 feet when waiting in line.

At the Employee Screening Station, employees will use the forehead infrared thermometer, to take their temperature and provide the requested information on their screening sheet. The screening sheets are listed in numeric order, by employee number, in the binder. Refer to attached log and symptoms checklist.

If any of the following conditions are met, the employee will immediately leave the building and contact their supervisor by phone.

- Employee's forehead temperature is above 100 degrees Fahrenheit
- Employee is experiencing at least two of the COVID-19 symptoms listed in the checklist
- Employee has been exposed to someone with confirmed COVID-19

After completing the entry process, the employee can then proceed to clocking in and going to their workstation.

Attachments:

- Symptom Checklist
- Employee Screening Log
- Library Map

## ST. CLAIR SHORES PUBLIC LIBRARY

### REOPENING POLICY

- I. **Purpose.** The St. Clair Shores Public Library (Library) has been closed to the public in accordance to a series of Executive Orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens.
  
- II. **Resuming Library Service.** Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:
  
- III. ***Reopening Stages.***
  - A. ***Cleaning Protocols.*** The Library Director will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as health and safety issues evolve or as the Library moves through the stages of reopening.
  
  - B. ***Returned Material.*** The Library Director will develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.
  
  - C. ***Assess Needs.*** The Library Director will assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.
  
  - D. ***Social Distancing.*** The Library Director will take steps to implement social distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computer terminals, blocking areas/furniture, installing plastic screens, marking waiting areas to show the six (6) foot spacing, or providing “traffic control” designations, such as arrows showing one-way travel in certain areas of the Library in order to maintain social distancing. The Social Distancing protocols will be established in the Reopening Plan for each stage.
  
  - E. ***Notice to Patrons.*** The Library Director shall post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan.

- IV. **Reopening Stages.** The Library Director, in conjunction with City Administration adopts the reopening plan attached as (“Reopening Plan”) to this Policy as the basic structure for the reopening stages for public library service. According to Section IV, the Library Director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.
- V. **Director’s Role; Authority.** The Library Director (or other designated appointee) will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:
- A. *Modifications; Reopening Stages.* The Library Director may modify in writing any services, safety protocols or other part of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next stage either in whole or in part.
  - B. *Staffing Levels.* The Library Director has the authority to address and determine appropriate staffing levels for each stage.
  - C. *Cancel or Limit Services.* Even after the Library reopens and the Reopening Plan is approved, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library’s website.
  - D. *Library Closure.* The Library Director, under the guidance of City Administration, has the authority to close the Library temporarily. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library’s Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library’s website. City Administration will determine if staff will be paid based on their “normal” schedule during the Library’s closure.
  - E. *Consultation.* The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for Disease Control (“CDC”), local health officials, City Administration, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.

- VI. Enforcement.** Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in the Policy, Reopening Plan, or any condition or modification established in writing by the Library Director in accordance to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges in accordance to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.
- VII. Right of Appeal.** Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the Library Director and the President of the Library Board. The decision of the Library Board is final.
- VIII. Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

## ST. CLAIR SHORES PUBLIC LIBRARY

### REOPENING PLAN

The following is the Reopening Plan approved by City Administration, the Library Director and the Library Board (“Reopening Plan”). If an Executive Order is in effect, all elements of the Executive Order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or Executive Order. This Reopening Plan is not intended to supersede or change any Library employment policies.

#### *Requirements During All Stages.*

- A. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- E. The Library Director shall determine the cleaning protocols for all stages.

#### *Stage 1. Closed to the Public.*

During this stage, the Library will be closed to the public either by Executive Order, by City Administration, or by the Library Director in accordance to the Reopening Policy.

- A. Employees. Non-essential staff may return to the Library. However, the Library Director/City Administration will determine who may return according to the schedule adopted by the Library Director.
- B. Activities Permitted:
  - 1. Inside maintenance activities may resume if permitted by Executive Order.
  - 2. The Library can continue providing WIFI in the parking lot areas.
  - 3. Continuing essential functions.
- C. Social Distancing and Safety Protocols.
  - 1. The Library Director will take steps to implement social distancing protocols.

2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible.
3. The Library will begin to implement social distancing protocols in the Library in anticipation of patrons returning which may include:
  - a. Removing or rearranging chairs and tables.
  - b. Assessing what computer terminals may be used.
  - c. Blocking off areas/furniture.
  - d. Adding plastic screens.
  - e. Mark waiting areas to show the six (6) foot spacing.
  - f. Provide “traffic control” designations, such as arrows showing one-way travel in certain areas of the Library in order to maintain social distancing.
- D. Hours of Operation. The Library will not have any public hours of operation.

***Stage 2. Staff Returning; Patron In-Person Services Still Suspended.***

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted:
  1. Updating collections.
  2. Updating patron databases.
  3. Shelving books.
  4. Transferring materials to Library databases to the extent they were stored separately while at home.
  5. Answer phones and respond to patrons’ reference questions.
  6. Review upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.
  7. Resume the interlibrary loan process (if practical or possible).
  8. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public hours of operation.

***Stage 3: Curbside Pick Up and Limited Patron Services. Library Building Still Closed to the Public.***

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
  - 1. Curbside delivery and pick up is permitted.
  - 2. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned material.
  - 3. The Library will address any policy or temporary measures involving fee forgiveness or suspension.
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. In addition:
  - 1. Patrons and staff shall remain six (6) feet apart and the Library must design procedures for curbside pick-up to maintain this distance.
  - 2. Patrons shall be required to wear a mask when engaging in curbside pickup.
  - 3. The Library shall designate waiting areas for cars and other curbside pickup issues.
  - 4. The Library will create a sign or pamphlet to inform patrons of the Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
  - 5. The Library Director will establish cleaning and sanitizing protocols for high touch areas or surfaces.
  - 6. The Library will train employees on appropriate cleaning procedures, including training for staff on cleaning between patrons.
  - 7. If required by Executive Order, the Library will notify employees if it learns that an individual (including a patron or supplier) with a confirmed case of COVID-19 has visited the Library.
  - 8. The Library will limit staffing to the minimum number necessary to operate.
- D. Hours of Operation. The Library Director establishes the following as the hours for curbside pickup, but this may be modified by the Library Director:

**Monday through Friday, 10:00 AM through 4:00 PM.**

#### ***Stage 4: Limited Access to the Library Building***

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
  - 1. Patrons may enter the Library but will be limited to a specific area in the Library.
  - 2. Patrons may have in-person conversations with Library staff, provided that social distancing and Safety Protocols are followed.
  - 3. The Library will have limited access to public computers.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
  - 1. **Masks:** Patrons will be required to wear masks; the Library may provide masks if supplies are available.
  - 2. **Social Distancing:** Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. The Library will provide a physical barrier for checkout, service points, and in-person discussion, which may include barriers, tape markers, or tables, as appropriate. The Library will establish lines to regulate entry with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting. The Library Director should also explore alternatives to lines, including allowing patrons to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.
  - 3. **“Traffic” Directions:** The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
  - 4. **Occupancy:** Only the number of people (including employees) equal to 25% of the total occupancy limits established by the City of St. Clair Shores Fire Marshall will be permitted in the Library at a time and all others must wait outside the Library.
  - 5. **Limit Groups:** Patrons will use their best efforts to come to the Library with the least number of people.

6. *Computer Terminals:* Computer terminals will be located six (6) feet from any other computer or work station. The Library will use its best efforts to clean computer terminals between uses.
  7. *Food and Beverage:* Food and beverage is not permitted unless necessary for medical reasons.
  8. *Signs:* The Library shall create a sign or pamphlet to inform patrons of the following:
    - a. The Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
    - b. Instructing the patrons of their legal obligation to wear a mask when inside the Library [as long as a mask is required by an Executive Order].
    - c. Informing patrons not to enter if they are or have recently been sick.
  9. *Training:* In addition to training required by previous stages, the Library shall train employees regarding how to manage symptomatic customers upon entry or in the Library.
- D. Hours of Operation. The Library Director establishes the following as the hours but this may be modified.

**Open to Public Monday through Friday 9:00 AM through 5:00 PM**

**Curbside Service**

**Monday through Thursday 1:00 PM through 6:15 PM**

**Friday, 1:00 through 4:15 PM**

***Stage 5: Library Open to Public with Conditions.***

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
  1. Programming that is in-person.
  2. Meeting room use for only Library or City related events.
  3. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance.
  4. The Library Director may open up additional parts the library building for public use.

- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place.
- D. Hours of Operation. The Library Director establishes the following as the hours but this may be modified.

**Monday through Thursday 9:00 AM through 9:00 PM**

**Friday 9:00 AM through 5:00 PM**

***Stage 6: Library Open for Regular Business.*** At this stage, the Library can reopen with the same services as normal. All Library service can resume without restrictions.

**City of St. Clair Shores  
Parks and Recreation Dept.  
Senior Center COVID Precautions  
Effective MAY 11, 2020**

Employees are to follow the guidance in the City of St. Clair Shores COVID -19 Operations plan and prescreen at home before coming to work.

The following employee entrance procedure adds another layer of precaution to protect the workplace and workforce.

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All employees reporting to work will park in the main Parking Lot and enter the Senior Center via the Civic Center entrance while wearing a facemask. Employees will then proceed to the small kitchen with the punch-in clock to have their temperature taken via an Infrared Thermometer, and to record the information on the Departmental Log. Employees must wash their hands with soap and water or use hand sanitizer before starting their shift.

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If any of the following conditions are met, then the employee will immediately leave the building and contact their supervisor by phone.

- Employee's forehead temperature is above 100 degrees Fahrenheit
- Employee is experiencing at least two of the COVID-19 symptoms listed in the checklist
- Employee has been exposed to someone with confirmed COVID-19

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After entry procedures have been completed, you may proceed to clock in and begin your shift.

# COVID-19 Police Department Employee Entrance Procedures Effective (xx/xx/20)

Employees are to follow the guidance in the City of St. Clair Shores COVID -19 Operations plan and prescreen at home before coming to work.

The following employee entrance procedure adds another layer of precaution to protect the workplace and workforce.

All employees reporting to work will enter the police department through the westside entry doors (parking lot side) wearing a facemask. Employees will then proceed to their designated "Employee Screening Station" (front desk area and second floor DB room) **prior** to clocking in or going to their workspace/patrol activities. Employees are to maintain a safe social distance of 6ft when waiting in their appropriate line.

At the Employee Screening Station, supervisors will use the forehead infrared thermometer, to take your temperature and provide the requested on their department's screening form. Refer to attached log and symptoms checklist.

If any of the following conditions are met, then the employee will immediately leave the building and contact their supervisor by phone.

- Employee's forehead temperature is above 100 degrees Fahrenheit
- Employee is experiencing at least two of the COVID-19 symptoms listed in the checklist
- Employee has been exposed to someone with confirmed COVID-19

After completing the entry process, the employee can then proceed to clocking in and going to their workstation/patrol activities.

Attachments:

- Symptom Checklist
- Department Screening Log