



City of Chelsea Procedures

RETURN TO REGULAR STAFFING (Beginning June 1st , 2020)

As staffing levels return to normal, the following precautions shall be in place:

- The City will cease utilizing staggered shifts and telework for all employees at this point;
- Employees who are considered “High Risk” (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>) by the CDC will be allowed to work remotely until the “Stay Home, Stay Safe” Executive Order is lifted, but shall be expected to work normal hours;
- All employees will be required to fill out the “City of Chelsea COVID-19 Employee Screening” to determine if any health problem potentially exists. These will be required upon arrival at the beginning of each work day. If an employee has multiple identified COVID-19 symptoms according to the screening or have a high temperature reading (once thermometers are acquired), they will be denied the ability to work and will be required to self-quarantine away from the workplace for three (3) days during which they will be able to utilize their own leave banks or the Emergency Sick Leave Act bank if still available;
 - Supervisors shall be responsible for making sure that screening documents are filled out by each employee (including themselves) daily;
 - City Hall shall be the exception with the City Manager or his designee being responsible for confirmation of completion;
 - Supervisors shall be responsible for maintaining a record for each employee’s screening results and report any issues directly to the City Manager;
- City employees in the field (Public Works, Police, Utilities, etc.) will be required to wear masks when engaging with the public directly;
- City employees shall continue to observe “physical distancing” standards of six feet (6’) as well as practice proper hand washing and continue our updated cleaning procedures for all facilities;
- City employees in the field (Public Works, Police, Utilities, etc.) shall, when possible, ride in vehicles by themselves. When not possible to ride solo, employees shall ride in groups of no more than two (2) per vehicle and shall be required to wear masks if physical distancing (six feet) is impractical;
- All City vehicles shall carry a supply of hand sanitizer;
- All city “Break Rooms” shall have hand sanitizer in them as well as distance maintained between employees through the removal of chairs and the staggering of breaks;
- Some relocation of workstations as well as partitioning of workstations shall occur to maintain physical distancing as best as possible;
- Employees shall not use the workstations, tools, equipment, phones, computers, desk chairs, etc., of other employees unless those area have been properly sanitized;
- Personal guests will not be allowed in any public facility;
- Employees should not participate in any unnecessary physical contact;
- Office staff shall be allowed to wear “casual dress” during the period prior to opening up to the public
- The restrooms at Palmer Commons will remain closed.

PUBLIC FACILITIES and PUBLIC MEETINGS (Est. June 1st, 2020 Subject to Change)

In order to accomplish the goal of keeping everyone as safe as possible, the following measures will be instituted at City facilities and for City Meetings.

- City Hall by appointment only for the purpose of establishing new utility service.
- Public Health guidelines shall be posted at all entrances and throughout each building;
- Hand sanitizer stations have been installed in all public facilities for the use of the general public upon entry and prior to leaving the facilities;
- All patrons at City parks, including Weber Fields, should adhere to Governor Whitmer's most recent Executive Order (s).

MEETINGS:

- When possible, meetings between City staff and others shall be held via Zoom.
- City Council meetings will occur as regularly scheduled via Zoom.
- City Council Standing Committees, other City Boards, as well as any other committee of the City shall meet as regularly scheduled but use Zoom or other video/teleconferencing.
- All city administrative functions have continued uninterrupted since the beginning of the outbreak. Residents and Commercial customers should continue to use the drop box for payments. Residents and Commercial Customers can continue to email or call city offices during regular business hours. When appropriate, staff are available for audio/video conferencing.

WERKNER ROAD TRANSFER STATION (beginning Wednesday, June 3, 2020)

The transfer station will be open Wednesday June 3, 2020.

- Patrons will be required to dump their trash in the appropriate receptacle as directed by City personnel. Staff will not be able to physically assist in order to maintain social distancing.
- City is developing a credit card/point of sale process, but will take cash payments as described below:
- Patrons should have exact payment to limit the exchange of money. Patrons will be asked to put cash payments in a "bucket" or other container.
- City staff will wear masks and gloves when taking payments or providing receipts.
- City staff will sanitize payments before processing.

PUBLIC RESTROOMS and Porta Potties (Re-Opening TBD)

Due to their use in Palmer Commons and public parks, public restrooms are the location where transmission of COVID-19 is at its highest chance. As such, the facilities will remain closed. Once facilities are open to the public, the City will implement the following changes in order to make them safely accessible:

- Palmer Commons: Check the facilities 2-3 times per day to assure normal supplies, including soap and hand sanitizer. If we find that a facility has been trashed, we will close it until we can schedule a thorough cleaning prior to reopening. If we have an ongoing problem, we will close the facilities.
- Park Porta-Johns will be put in place no sooner than July 1st.

CHELSEA FARMERS MARKET (Beginning June 6, 2020)

The Farmers Market shall open with the following precautions:

- Both the Market Manager and Vendors shall:
 - Post signs stating that if anyone shows any signs of illness, they should *not* attend the market.
 - Post signs identifying CDC recommendations that are relevant to Farmers Market.
 - Advise those attending the market in any capacity — customer, vendor, worker, volunteer — to wash their hands before arriving and upon returning home.
 - Purchase a portable hand-sanitizing station to be placed at the entrance, exit and other locations in the market.
 - Require that all vendor booths have hand sanitizer.
 - Increase the frequency with which vendors disinfect surfaces/objects throughout the market.
- Vendors shall also take the following precautions for interactions, pricing, payment and bagging:
 - Discontinue customer sampling unless samples are pre-packaged from a commercial kitchen.
 - Prevent customers from touching products they are not purchasing for themselves.
 - Round prices to the nearest dollar to avoid the need for coins in making change.
 - Encourage credit-card transactions whenever possible.
 - Limit human contact with products by bagging them for customers.
 - Consider pre-packaged options for faster checkout times and crowd reductions.
 - Split duties for payment and bagging between two different people.
 - Alternately: Bag products first, then handle payment, and then wash or sanitize hands.
 - Vendors should wear disposable gloves to avoid contamination and/or touching their faces.
 - Change disposable gloves whenever changing tasks.
 - For example: Do not handle money and then handle products using the same gloves.
 - Alternately: Assign one person to handle money and another person to handle products.
- Market Manager shall:
 - Promote social distancing by enforcing a 6- to 10-foot space between vendor booths.
 - Create one-way lanes for patrons to circulate safely through the market “aisles”.
 - Discontinue events that encourage gathering, such as cooking displays, kid events or musical performances.
 - Eliminate, any seating and eating areas.
 - Shoppers will be actively encouraged to leave at least 6 feet between themselves at all times in the market.
 - Designate only one entrance and only one exit to the market.
 - Encourage customers to prepare advance shopping lists to reduce shopping times.
 - Ask customers to remain in their vehicles if lines begin to form.
 - Request that customers leave after they have completed their purchases.
 - Post signs asking customers to practice social distancing and *not* touch products they aren’t purchasing.
 - Use social media and newsletters to promote vendors, their products and updated policies.
 - Strongly recommend that all market attendees follow **CDC recommendations** on minimizing the community spread of COVID-19.

OTHER PROCEDURES (Ongoing)

- Supervisors are permitted to approve vacation requests at their discretion that do not disrupt the operations of their department, however;
 - If any employee travels farther than fifty (50) miles from their home they should report this to their Supervisor in order for them to be aware. In addition, if you have any symptoms upon return or encountered any person who has tested positive for COVID-19, please notify your Supervisor prior to returning to work as you will be required to self-quarantine as discussed earlier in the document;
 - Employees who travel outside of the country shall be **required** to self-quarantine for fourteen (14) days. City employees will be required to use personal time, vacation time, or unpaid time during this fourteen (14) day period.
- Travel for conferences/training shall be considered and/or approved by the City Manager only on a case-by-case basis until further notice.
- Any employee or customer concerns can be submitted in writing to the City Manager at jhanifan@city-chelsea.org.

While these changes shall be effective June 1st, 2020 and in-place for an indefinite period of time, they may be amended from time-to-time as Executive Orders (EOs) and expert guidance changes.

John P. Hanifan
City Manager
City of Chelsea