

# CITY OF ALMA

## Plan for Re-Opening City Facilities

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Press Release June 10, 2020

The City of Alma's municipal buildings closed their doors to the public on March 19, 2020 in response to the Governor's Stay Home, Stay Safe order. Since that day staff has attempted to maintain a level of service to the community while working from home, telephone, email, or the zoom meeting platform. Many of our services were reduced or stopped due to the virus. The city commission and staff worked together at a very difficult time to develop a much different budget than had been expected for the upcoming FY2021 year. Progress has been made and some of the restrictions have been lifted that allow the City to start conducting a level of in person business again. The process of opening municipal buildings began on June 8, 2020 with the Alma Transportation Center re-opening in person business at the center. On June 15, 2020 the municipal building (including police department) and library will open with limited contact.

The Re-Opening Committee began planning three weeks ago and developed a full plan that is available on our website at [www.myalma.org](http://www.myalma.org). It is understood that there are many diverse opinions on how quickly, or how wide ranging the opening should be, especially to start. We will continue to monitor the process and assess the plan's effectiveness on a weekly basis.

In addition to the health and safety concerns COVID-19 has presented, the shutdown of the economy is expected to have a major impact on Alma's FY2021 budget. On May 26<sup>th</sup> the City Commission adopted the FY2021 Budget which had been reduced by nearly 12% from the original planned budget that was in place as late as March 4, 2020. This is a substantial change in a very short period of time. This reduction has forced the City to make difficult decisions in terms of staffing and resource allocation. The employees of the City are committed to providing the best service possible to this community, but it is naïve to believe that type of reduction in finances will not be evident. There will be no cost of living allowance (COLA) adjustment for city employees for the FY2021 year. Public Works seasonal employees who do a majority of the mowing and trimming of city property, including the cemetery have not be hired due to the financial projections. This puts an immense strain on staff to maintain our grounds. A number of employees in multiple departments will be participating in a workshare program through the State of Michigan that effectively lays them off for one or two days a week through the end of August, thus reducing the city's cost in payroll. In an attempt to save energy costs, **the municipal building and public works garage will be closed on Fridays for the months of June, July, and August.** Employees in affected departments will be working 4-day, 10-hour shifts during that time. While none of these decisions were easy, we believe they were essential to ease what could be a substantial revenue shortage over the next 18 months.

Staff in the municipal building will be available for appointments Monday – Thursday from 7am – 6pm. Staff direct line phone numbers are available online at [www.myalma.org/staff-directory.php](http://www.myalma.org/staff-directory.php). The service counter will be open from 12:30 pm – 3:30 pm daily for walk ups. Appointments are encouraged for anyone wishing to conduct business inside the building. Entry to the building (police department included) will be through the west door (river side) and exit will be to the east. Interior doors will be locked with a video doorbell for access in the vestibule. Any visitor whose business requires they enter the municipal building shall be met at the West door by staff. Prior to entrance all visitors shall have their temperature checked by staff. The City of Alma requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while conducting business inside the municipal building. Likewise, staff making contact shall exercise the same courtesy.

We have started on online City Services Made Easier program that is linked on our homepage. Many of our services are available right from your home. In addition to the drop box located just outside the municipal building's west doors, we are in the process of creating a drive thru drop box at the Alma Public Library across the street.

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Open spaces and trails have remained open in the city parks throughout the quarantine. Playgrounds will once again open to the public on June 10, 2020 at 10 am. We ask that people please follow the appropriate health guidelines when visiting the parks. Remember to social distance from non-household members and wear a face mask or covering. Use hand sanitizer before and after using any play equipment. Bathrooms will not be open at this time. Note: Riverside Park will remain closed as it sustained damage in the flood two weeks ago. Updates will be posted as soon as there are any changes.

The **Alma Public Library** has developed a staged reopening plan that is available on their web page that can be reached through a link on [myalma.org](http://myalma.org)'s department pages. The first stage begins on **June 15<sup>th</sup>** where the library will be offering **curbside pickup Monday – Friday 10am – 5pm**. Request your items online or over the phone, set an appointment for pickup, and staff will meet you at your car. The building will not be open to the public, but staff will be available to answer questions vial phone or email as well as delivering books until a yet to be determined date for stage 2.

City administrators and staff appreciate the patience the Alma Community has shown through this very difficult time. It is understood that there are still many questions about the virus and the effects on our budget, but it is nice to start planning for a re-opening

This comprehensive plan places a premium on protecting the health of City employees and members of the public who visit City facilities while at the same time addressing the financial impact COVID has created.

# **RE-OPENING OF CITY FACILITIES**

To achieve a safe re-opening of City facilities requires a comprehensive approach that includes the following elements:

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

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

This objective can be achieved by:

- Development of personnel plans that reduce the occupancy load for employees in every city facility. See Exhibit A
- Development of a comprehensive plan to control the occupancy load and movement of visitors to City facilities. See Exhibit B

## **Protecting the Health of Employees**

While preservation of social distancing within City facilities is critical, protecting the health of all City employees requires that additional best practices and protocols be instituted. The following outreach, physical improvements, and protocols have been implemented at all City facilities through the City of Alma Coronavirus (COVID-19) Michigan Occupational Safety and Health Administration Guidelines.

### **EDUCATION: SIGNS AND SYMPTOMS OF VIRUS**

Typical symptoms

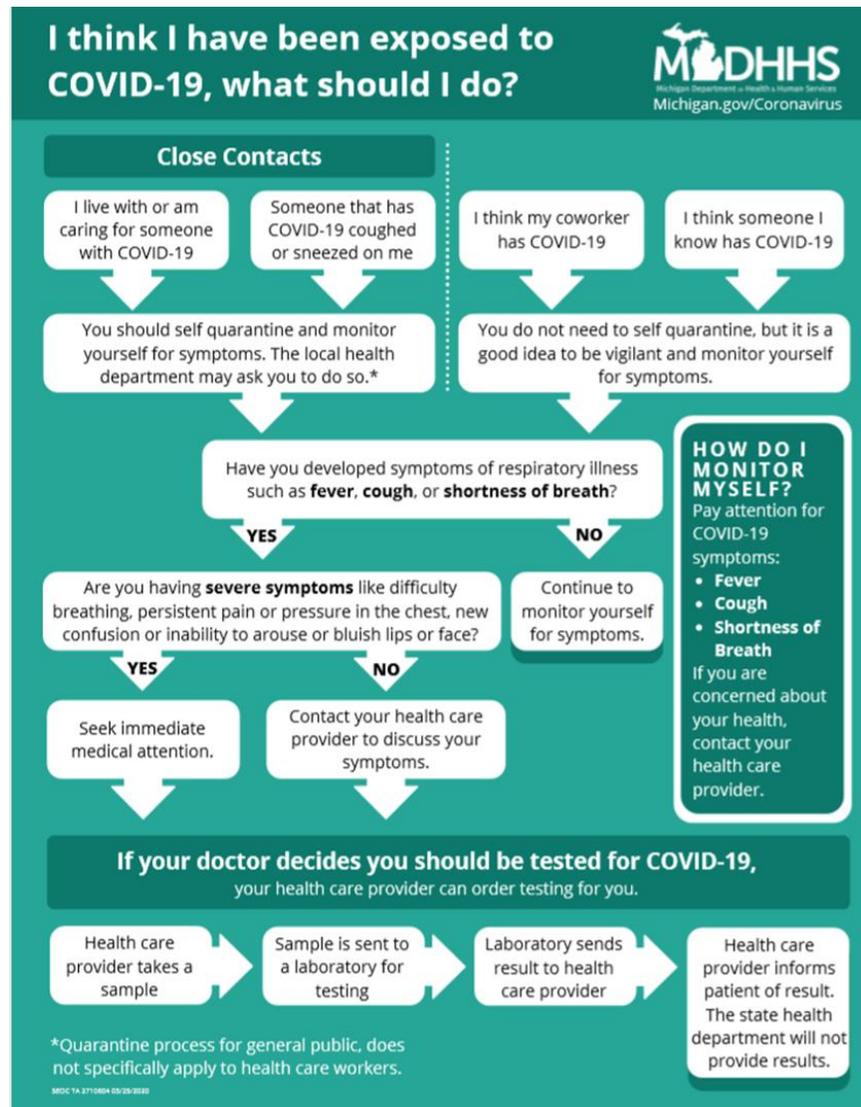
- Fever (>100.4°F)
- Cough
- Shortness of Breath
- New loss of taste or smell
- Symptoms begin 2-14 days after exposure

#### How Covid-19 Spreads

- Person to Person Spread
- Exposure to respiratory droplets from someone who is infected
- People without symptoms are able to spread the virus
- Contaminated Surfaces and then touching eyes, nose or mouth

#### **IF YOU BELIEVE YOU ARE SYMPTOMATIC**

If you have symptoms of COVID-19, refer to the flow chart below and notify your Supervisor via the telephone immediately. In addition, those employees who do display COVID-19 symptoms or who have had contact with a person with a confirmed diagnosis of COVID-19, shall be prohibited from entering City property or premises. There are testing options available for all employees.



**EMPLOYEES WITH CONFIRMED COVID-19 CASES**

Confirmed Case of COVID-19: if the employee has been performing in person operations in the past 14 days and that person tested positive for COVID-19. If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or City Manager’s office of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then the City of Alma will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual’s privacy);

- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

### **SICK LEAVE**

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and City of Alma's applicable vacation, sick and personal time policies, including the Emergency Sick Time. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home

### **EMPLOYEE PROCEDURES for COVIDS-19 ISSUES**

The following section is procedures for all employees who have contact with the public.

#### **Someone I live with is experiencing signs and symptoms of COVID-19.**

- You will be required to self-quarantine at home.
  - You may return to work
    - as long as you are symptom free and fever free for at least 72 hours (without the use of medication), and
    - you show improvement in any respiratory symptoms, and
    - at least 7 days have passed since symptoms first appeared, or
    - a COVID-19 test comes back negative.

#### **Someone I live with has COVID-19.**

- You will be required to self-quarantine.
- Monitor yourself for signs, symptoms and anything else the Health Department requires.
- You will not be allowed to return to work until the patient is no longer infected or released by the Health Department.

#### **I responded to or had contact with an individual that is confirmed to have COVID-19 or later learned an individual was COVID positive.**

- As long as the proper PPE was worn while on the call, you may continue to work. A memo should be completed and filed with the City Manager and human resources in case a Workers Compensation claim be later needed.
- If PPE was not worn:
  - Inform Supervisor immediately.
  - The Health Department recommends that the employee return to work, self-monitor and wear a surgical mask in the workplace at all times for 14 days from the date of exposure.

- Then, when dealing with the public, full PPE must be worn at all times by the exposed responder (N-95 mask, gloves).
- Temperature shall be taken twice daily as a minimum.
  - If a fever develops or any other signs of COVID-19 appear, notify your Supervisor immediately.
  - The process of quarantining and possible testing will be initiated.

**What if I start to experience signs and symptoms at work or home?**

- If at work, you will be immediately sent home. Ensure Supervisor and City Manager's Office are notified.
- If at home, call the Department and inform on-duty Supervisor and remain at home. Also, ensure Human Resources and the City Manager's Office are notified.
- Contact your primary care physician.
- If unable to make contact with your physician, notify Supervisor who will then shall contact the City Manager's Office and an attempt will be made to get you seen at the nearest testing center.
- If tested for COVID-19 and results return positive, you will be notified by your physician. Your information will be entered into the MDSS and the Health Department will be notified of the positive test.
- You will be contacted by the Health Department and given instructions on next steps. You will be asked a series of questions to inform them of your recent whereabouts. You will then receive a telephone call twice a day and you will also be required to take your temperature.
- If you test negative or the physician does not order a test, you will not return to work until you have been fever free (without the use of medication) for at least 72 hours and any other symptoms that you may have had improve (i.e. cough or shortness of breath).
- Check with your Supervisor/Chief for self-quarantine options.
- If you decide to stay at home, ensure that you are away from anyone in the house. If at all possible, a place where you have a separate bathroom and sleeping arrangements would be best. Disinfect everything you touch and consider wearing a mask.

*With any of the above, you can expect to be sent home to self-monitor and self-care. If you start to experience difficulty breathing, call 911 immediately.*

**RETURNING TO WORK AFTER COVID-19**

You may return to work

- as long as you are symptom free and fever free for at least 72 hours (without the use of medication), and
- you show improvement in any respiratory symptoms,

- and at least 7 days have passed since symptoms first appeared, or you have tested negative for COVID-19

### **EXPOSURE CONTROL PLAN**

#### **Engineering Controls** – Controls that isolate people from the hazard

- Employees shall conduct city business behind a physical barrier - Barriers have been installed at the public window of the Administrative counter of the municipal building, the counter at the police department and the service counter at the library.

#### **Administrative Controls** – Change the way employees operate on the job.

- Flexible work hours, including staggered shifts and breaks
  - Crews will be divided up and rotated to ensure business continuity with safe and reliable utility services.
- Work from home policies
  - Since a majority of our services are essential, the City does not have the luxury of complete segregation from the general public. However, if you are assigned to work from home, you are expected to remain at home and be available for work during normal business hours. If you need to leave, please notify your Supervisor immediately for proper documentation of paid leave. All City employees working from home must have a signed Telecommuting Policy and Agreement form on file with their supervisor.
  - All employees who are not essential to operations, and whose job duties reasonably allow them to telework, will work remotely.
- Use of teleconferencing and web conferencing
  - There will be no face-to-face meetings with representatives of suppliers or solicitors of any kind during social distancing orders.
- Practice social distance from general public and other employees – provide visual cues
  - Maintain a distance of at least six feet from the public and other employees whenever it does not cause a direct safety hazard to the job you are performing.
  - One employee per work vehicle.
  - When social distancing cannot be maintained by employees, cloth, surgical or another mask must be worn.
  - Deliveries will be left outside and disinfected before being brought inside, when possible.
  - Lunch needs to be brought in with you from home or carry-out. Do not share or pass around food. Lunch breaks will be rotated when possible. In cases where it is not

- possible, you should maintain a distance of six feet between you and others at all times.
  - Signs shall be posted in all city owned buildings reminding employees of the social distancing standards.
- Encourage proper hygiene etiquette and use of noncontact greetings
  - Upon arrival to work, you must wash your hands before anything else. Then once a day, at a minimum, employees shall clean their workstations, door knobs and common areas with disinfectant or a solution with 10% bleach added to water.
  - Frequently wash your hands thoroughly with soap and water for at least 20 seconds. If facilities are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol;
  - Avoid touching your eyes, nose and mouth;
  - Cover sneezes or coughs with tissues, if possible, or inside of elbow;
  - Avoid contact with people who are known to be sick;
  - Stay home when sick; and
  - The City shall make hygiene products such as sanitizer, soap, and disinfectant wipes available to be used at individual workstations.
  - In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the work area and/or vehicle will be thoroughly sanitized through fuming/bombing and deep cleaned using EPA-approved disinfectants.
- Cloth face coverings (masks) shall be worn by employees when social distancing and physical barriers are not possible
  - This includes outside of city owned buildings while an employee is conducting city business
- The City encourages all non-employees entering city owned buildings shall wear masks to enter.
- Signs shall be posted in all city owned buildings advising employees of the signs and symptoms of COVID-19 and related resources.
- Daily Employee Screening - Each city department shall appoint a COVID-19 screener who shall be responsible for ensuring that all staff who report for work have been asked the following questions, or have filled out the Coronavirus Disease (COVID-19) Workplace Health Screening Form:
  - In the past 24 hours, have you experienced:

- Subjective fever (felt feverish)
- New or worsening cough
- Shortness of breath
- Sore throat or Diarrhea

*Any “yes” response to the screening questions above requires the individual to be excluded for at least 72 hours with no fever (that is three full days of no fever without use of medicine that reduces fevers) AND other symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least 7 days have passed since your symptoms first appeared.*

- In the past 14 days have you:
  - Had close contact with an individual diagnosed with COVID-19
  - Traveled via airplane internationally or domestically

*Any “yes” response to the screening questions above requires the individual to be excluded: for 14 days if close contact with diagnosed case of COVID-19. 14 days following travel unless that travel was due to commuting from a home location outside of Michigan. Commuting is defined as traveling a distance between one’s home and work on a regular basis.*

*The form shall be filled out by the designated COVID-19 screener or designee and returned to the city manager’s office on a weekly basis. Any “yes” responses shall be reported immediately to a supervisor, human resource manager, or city manager.*

***All employees entering the municipal building are required to take their temperature with the infrared thermometer that is present in the lobby. The reading shall be recorded on the COVID-19 Workplace Health Screening Form. Any temperature above 100.4 prohibits entry further into the building.***

#### **Personal Protective Equipment**

- Very High- and High-Risk Exposure Employees – shall when at all practical wear gloves, gowns, face shields, or goggles, and N95 or higher protection face masks when appropriate.
- Medium Risk Exposure Employees – may need to wear gloves, gowns, face masks, depending on the results of a job task hazard assessment.
- Lower Risk Exposure Employees – there is no need for additional PPE beyond what is typically used for job tasks.
- Masks are voluntary when social distancing is possible.
- The City shall make available to all employees the personal protective equipment needed to conduct business such as, gloves and facemasks.
- Any individual staff member able to medically tolerate a face covering must wear a covering over their mouth and nose when in an enclosed public space with others present.
- N95 masks shall be made available for first responders and other critical workers who interact with the public or whose role puts them in contact with substances or areas that may carry the COVID-19 virus.

# **CITY OF ALMA**

## **Plan for Re-Opening City Facilities**

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- All non-essential services that require entering customers' homes will be rescheduled. If it is considered an essential service, you must wear provided PPE.

# EXHIBIT A: PERSONNEL PLANS

## Administration

The administrative function of the City includes the city manager, assistant city manager/zoning and planning, and city clerk positions.

### **City Manager, Matt Schooley 463-9501**

- Schedule will be Monday – Thursday, 7am – 6pm in office, available by appointment

### **Assistant City Manager/Zoning and Planning, Aeric Ripley 463-9503**

- Schedule will be Monday – Thursday, 7am – 6pm in office, available by appointment

### **City Clerk, Sara Anderson 463-9500**

- Schedule will be Monday – Thursday, 7am-6p, office and telework, available by appointment

## Assessing Department

### **Katherine Roslund, City Assessor 463-9514**

- Schedule will be Monday – Thursday, 7:00am-5:00 pm, telework and field

### **Hannah Post, Assessing Assistant 463-9515 - Work Share program for 8 hours per week**

- Schedule will be Monday – Thursday, 8:00am-5:00pm, mix of office and telework

### **Two Part Time Employees on lay off**

## Code Enforcement

### **Aaron Hale, Code Enforcement Official 463-9508 - Work share program for 8 hours per week**

- Schedule will be Monday – Thursday 8am – 5pm mix of office and telework, field

## Finance

### **Finance Director, Kathy Phillips 463-9504**

- Schedule will be Monday – Thursday, 7am – 6pm mix of office and telework

### **Human Resource Manager, Brooke Siefka 463-9505**

- Schedule will be Monday – Thursday, 7am – 6pm, mix of office and telework

### **Finance Clerks, Teresa Feiss 463-9506, Beth Moulton 463-9519, Amy Huntoon 463-9518**

- Schedule will be Monday – Thursday, 8am – 5p mix of office and telework. Balance of week consists of workshare for 8-16 hours.

**Library**

**Library Director, Lorrie Taylor: Participating in workshare program.**

- 32 hours per week 8:00 a.m. to 5:00 p.m. Furlough day to be determined (most likely it will be Fridays but it may vary each week depending on library and staffing needs)
- Lorrie will be working at the library for her 32 hour work week.

**Cataloger, Diana Simpson: Participating in workshare program.**

- 32 hours per week 8:00 a.m. to 5:00 p.m. Furlough day to be determined (she has indicated it will be Wednesdays but that may vary each week depending on library and staffing needs)
- Diana will be working from home one day each week. That day is undetermined at this point. It will depend on staffing needs each day.

**Children’s Librarian, Marla Drury: Participating in workshare program.**

- 32 hours per week 8:00 a.m. to 5:00 p.m. Furlough day to be determined (most likely will be Mondays but it may vary each week depending on library and staffing needs)
- Marla will no longer be working from home. She intends to work her 32 hours at the library each week.

**Circulation Manager, Melissa Hovey: Participating in the workshare program.**

- 32 hours per week 8:00 a.m. to 5:00 p.m. Furlough day to be determined depending on staffing needs.
- Melissa will be working at the library for her 32 hour work week.

**Library Aides: Kalen Schooley; Olivia Waldron; Samantha Miller; Angel Ahlefeld**

- 70 hours per week spread over 4 library aids. 9:00 a.m. to 5:00 p.m. (2 aides per day working a total of 7 hours per day each with a 1 hour lunch break)
- Schedule for each aide to be determined weekly.

**Transit**

**Transit Director, Brett Baublitz 463-9570**

- Schedule will be Monday – Thursday 7am – 5pm, in office

**Transit Mechanic/Supervisor, Rod Suttan**

- Schedule will be Tuesday – Friday 7am – 5pm, in center

**Transit Full Time Drivers and Dispatchers**

- All transit employees will be working 10-hour shifts. Transit will be open for business starting at 7:00am and closing at 6:00pm. Dispatch will now be available until 5:00pm. All staff will be working a straight 10 hours with a 30-minute paid lunch.

- Staff will have their start times staggered to reduce the amount of people in the building at one time. Our drivers and dispatchers will be taking either a Tuesday or Thursday off due to those days being our slowest days that allow for the reduction in staff.

**Public Services**

**Public Services Director, David Ringle 463-9516**

- Schedule will be Monday – Thursday 7am – 6pm, in office

**Engineer, Kristine Saia 463-9512**

- Schedule will be

**Public Works Superintendent, Bob Albrecht 463-9541**

- Schedule will be Monday – Thursday, 6 am – 4 pm, office and field

**Public Works Clerk, Joann Dickman 463-9540**

- Schedule will be

**Public Works Crews**

- Schedule will be Monday – Thursday, 6am – 4pm, field

**Water Distribution Superintendent, Bill Pilmore 463-9570**

- Schedule will be Monday - Friday 7am – 3:30 pm, office and field

**Water Distribution Crews**

- Schedule will be Monday – Friday 7am- 3:30 pm, field

**Wastewater Superintendent Daren Johnson 463-9550**

- Schedule will be Monday – Friday 7am – 3:30pm, field and office

**Wastewater Crews**

- Schedule will be Monday – Friday 7am – 3:30 pm

**Public Safety**

**Public Safety Administrator, Mark Williams 463-9523**

- Schedule will be Monday – Thursday 6am – 4pm, office

**Police Chief Kendra Overla 463-9525**

- Flexible for staffing and admin purposes

**Police Clerk, Julie Thurlow 463-8317 – Workshare program 8 hours per week**

- Schedule will be flexible for 32 hour per week

**Police Sergeants and Officers**

- Schedules remain the same to staff a 24/7 operation

**Fire Department**

- Schedules remain the same as fire is an on-call department.

# EXHIBIT B: PUBLIC FACILITIES

## Municipal Building and Services

Due to the number of departments housed in the municipal building there is a probability for high demand for access. This leaves the facility susceptible to the type of overcrowding that could quickly compromise social distancing requirements. Consequently, the reopening committee was tasked with developing a plan for the municipal building that would allow for the safe flow of individuals coming into the building.

### **Availability**

- In an effort to assist with the financial impact of the COVID-19 crisis the City of Alma will be closing the municipal building on Fridays beginning June 12<sup>th</sup> and until further notice. Staffs will be operating on various schedules that will be published for each department.
- The municipal building service counter will be open to the general public from 12:30 pm – 3:30 pm, Monday – Thursday. Appointments are encouraged for anyone wishing to conduct business inside the building.
- Staff are encouraged to continue meeting via remote meeting apps (zoom) or telephone when possible.
- Staff members with scheduled meetings are responsible for greeting their visitor at the West door and conducting a temperature check.

### **Access**

- While staff will be available inside the building, both the West and East interior doors to the building will be locked. Visitors to the building shall notify staff of their presence by activating the ring device in the West door vestibule.
- The West door (river side) shall be the only entrance to the building – this includes the police department. The East door shall be the exit. All entries and exits shall follow this flow.
- Any visitor whose business requires they enter the municipal building shall be met at the West door by staff. Prior to entrance all visitors shall have their temperature checked by staff.
- Staff has been instructed to talk with any potential visitor about the business they wish to conduct. We will make every effort to utilize the vestibule area to limit the number of people entering the building. The vestibule table will be stocked with office supplies and sanitary supplies for visitors.
- The City of Alma requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while conducting business inside the municipal building.
  - Staff contacting any member of the public must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while conducting business inside the municipal building.

### **Alma Transportation Center**

Customers will be allowed to enter the transit building starting 6-8-2020. Transit already has sneeze guards in place to provide a barrier between staff and customers.

Staff will be required to wear a mask when having contact with the public. Those entering the building will be encouraged to wear a face covering.

The lobby will have three distinct X's on the floor instructing people to maintain social distancing. Due to the size of the lobby, we'll limit it to three people at a time. This information will be posted on the exterior door informing customers this information before they enter.

### **Alma Public Library**

Libraries across the State of Michigan and across the nation are developing plans to reopen their libraries in terms of STAGES, not dates due to the changing nature of public health and medical realities of the pandemic and in keeping with guidance and mandates from local, state and federal governance. This plan will be revised as new information about the coronavirus is known, and as local, state and federal guidelines change.

#### **Stage 1 – Closed to Public (Current State)**

- May 26: Library opens for staff only. PPE needed for all staff on hand. Custodians have been working cleaning and disinfecting the library.
- Rest of Library staff returns with alternating schedule starting June 8.
- All staff will fill out a daily Coronavirus Disease (COVID19) Workplace Health Screening questionnaire daily and perform temperature monitoring per city guidelines for COVID19 Reopening.
- Hours of Operation: Mon. – Fri. 8:00 am – 5:00 pm. These reduced hours will be in effect until stage 5 when the Library opens to the public, business as usual, and all services restored and operating as normal.
- Employee training on use of PPE and other safety training as needed to work safely in the workplace.
- Limited staff continue working remotely from home (alternating between working on site and working from home).
- Immunocompromised staff identified and will remain home until public health officials relax “Stay Safe, Stay Home” guidelines.
- One person in a work area at a time; minimum 6 ft. distance if more than one person,
- Masks and gloves available to all employees.
- Regular schedule of cleaning and disinfecting by maintenance staff
- Library staff responsible to wipe down frequently touched items in their work areas.

- Each library location designates space for quarantining returned library items and for quarantining employees who become ill during the workday until they leave the workplace. (Area stays shut off for 24 hours, deep cleaning by custodians wearing full protective PPE).
- Preparation for opening the library to the public: moving furniture, tables, chairs, computers for social distancing to begin. Plexiglass barriers ordered for public service desks and wherever needed in work areas.
- Services to the Public: Online services, reference by telephone, limited interlibrary loan (depends on state library courier and private service and number of libraries open.)
- Operations: Handling mail, paying invoices, ordering library materials. Gathering returned items left in book drops for isolation (72 hrs) before wiping down and shelving.
- Children’s Department staff clean and put away all difficult to clean items.
- Plan for limited access to library materials books through the library’s new “Quick Pick-up” service.
- No library fines charged

**Stage 2 – TBD**

- All but immunocompromised staff work in building.
- Social distancing measures in place.
- Shelving of returned items limited 5 loans through “**curbside**” service. Patrons will place items on hold. When the patron arrives, they will call the number on the library, give their name, and staff will put their items in a bag and bring them out to their car.
- Remote library services and limited reference services continue (telephone, online).

**Stage 3 – Soft Opening to Public – TBD**

- Soft Opening to Public: Express computer use by appointment using wireless laptops and computers distanced six feet apart. Forty-five-minute time slots to allow time for disinfecting equipment in between appointments.
- PPE available to public and encouraged to use while in library.
- Occupancy limits for the public? TBD by city and public health guidelines.
- Reference online and by phone continues, limited assistance with staff and patrons encouraged to wear masks and gloves.
- Library hours will be 9:00 a.m. to 5:00 p.m. until Stage 5.

**Stage 4 – Additional Public Services Restored – Date TBD**

- Library open to the public with extra precautions and sanitation supplies readily available for staff and the public.
- Limited schedule of all general library services to allow for enhanced cleaning, social distancing accommodations such as moving public seating and computers 6 feet apart and hotspots for checkout.

**Stage 5 – Library open to the public, business as usual, all services restored and operating as normal.**

# RE-OPENING SCHEDULE

## Municipal Building (including Police Department)

- **June 8 – June 12**– Municipal Building will remain closed to the public while City Staff returns to prepare facilities for a re-opening. Employees will work on-site in accordance with the personnel plans developed by Department Heads. Trainings will be conducted in all departments.
- **June 15 and thereafter** – Municipal Building service counter will be open to the public between the hours of **12:30 pm and 3:30 pm p.m.** Employees will be available for appointments, tele-meetings and phone calls from 7am-6p Monday – Thursday.

## Alma Transportation Center

- **June 8:** Transit building open to the public with distancing limitations **Monday – Friday, 7am – 5pm.**

## Alma Public Library

- **June 1 – June 8:** Library opens for staff only. PPE needed for all staff on hand. Custodians have been working cleaning and disinfecting the library.
- **June 8 - 12** – 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.**
  - Hours of Operation: **Mon. – Fri. 8:00 am – 5:00 pm.** These reduced hours will be in effect until the Library opens to the public, business as usual, and all services restored and operating as normal.
- **June 15 -July 6** – The Alma Public Library offers **contactless curbside pickup.** Patrons will need to place holds on desired items beforehand. Once the holds arrive, patrons may drive up to the library and call a special curbside phone number to summon Library staff who will deliver items to the patron’s car.
- **July 6 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 45 minutes a day.

### **City Parks – Playgrounds and Bathrooms**

- City open spaces and trails of city parks have remained open since the start of the COVID-19 crisis, playground equipment and bathrooms have been closed to the public.
- **June 10** – Playgrounds at City Parks open to the general public with as reminder of social distancing guidelines.

# **City Services Made Easier**

Alma residents have many ways they can transact business with the City either online or by phone. Our **At- Home City Services** mean you can get your City business handled without ever leaving your house!

- Get questions answered by all departments through our directory
- Receive Billing Information and Pay Bills Online
- Access Property Tax Information
- Register to Vote
- Apply for an Absentee Ballot
- Freedom of Information Act Requests
- Access Riverside Cemetery Information

**Not from home, but the City has a convenient drop box located just outside the west doors of the municipal building. (Adding Library drive thru drop off when complete)**