



# FREMONT Michigan

“NOW AND ALWAYS – A Fine City • A Great Community”

May 22, 2020

## City of Fremont Announces New Procedures for “City Government Restart”

As the COVID-19 (Coronavirus) has made an incredible impact on our society, we in local government must adapt our policies and procedures in order to protect both our staff and the public at-large. As the “Stay Home, Stay Safe” Executive Order is slowly unwound from its current status, City operations will continue to evolve as well. We will first return to regular staffing levels and then return to re-opening our facilities to the public.

### **RETURN TO REGULAR STAFFING (Beginning May 18<sup>th</sup>, 2020)**

City staffing levels have returned to normal with the following precautions 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” Exec. Order is lifted, but shall be expected to work normal hours;
- All employees will be required to fill out the Newaygo County Emergency Services COVID-19 Screening form to determine if any health problem potentially exists. These will be required upon arrival at the beginning of each work week, with confirmation of any changes being made each day. If an employee has multiple identified COVID-19 symptoms according to the screening or have a high temperature reading by the City-owned thermometers, they will be denied the ability to work and will be required to participate in a health agency video-screening that will determine whether an employee needs to either get tested for COVID-19 or self-isolation away from the workplace for three (3) days during which they will be able to utilize their own leave bank. If tested positive for COVID-19, an employee will be instructed to self-quarantine for at least 14 days, of which will not affect an employee’s sick bank;
  - Supervisors shall be responsible for making sure that screening documents are filled out by each employee (including themselves);
    - 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, Fire/1<sup>st</sup> Responders) 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, Fire/1<sup>st</sup> Responders) shall travel alone if possible, but no more than two (2) per vehicle. If two are in a vehicle, then they 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 office areas 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;
- City employees shall be required to wear masks at all times when interacting with the public and unable to maintain six (6’) of physical distance;
- Fremont Lake Park Campground shall be open to seasonal, full hookup tenants only due to the campground acting as their “second home” during their stay;
  - The Campground restroom/shower facilities and playground shall not be open;
  - Transient campers will not be allowed;
  - Guests of seasonal campers will also not be allowed unless they are inter-campsite guests;
  - This situation shall adjust as the Executive Orders are updated;
- The City shall allow use of its docks for campers and boaters as usual;
  - As the Governor has allowed boating as well as Charter Fishing, it becomes a “Basic Operation” to allow use of the dock;

### **PUBLIC FACILITIES RE-OPENING (Est. July 1<sup>st</sup>, 2020 Subject to Change)**

In order to accomplish the goal of keeping everyone as safe as possible, the following measures will be instituted upon the **re-opening** of City facilities to the public:

- City Hall will have a polycarbonate shield installed, or “Sneeze Guard”, installed at all windows in order to prevent exposure during interactions with the public;
- Face coverings will be required when interactions do not take place with the “Sneeze Guard” or physical distancing available;
- Que positions shall be placed on the floor in all lobby areas to help maintain physical distancing;
- 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;
- When possible, meetings between City staff and others shall be held via Zoom. When not able, the following shall apply:
  - One-on-one meetings between a member of the public and a member of City staff are allowed to occur in the staff members office, but both participants will be required to wear masks provided by the City;
  - Interactions and meetings involving members of the public and City staff that are larger than one-on-one shall take place in only the City Council Chambers, Courtroom, or the Training/Conference Room and attendants shall be required to wear a mask during the meeting;
- City Council meetings will occur as regularly scheduled using Zoom online services thru June, or till further notice. Additional provisions for the accomplishment of physical distancing between City Councilors, City staff, and the general public will be in place following the City’s reopening of municipal offices for meetings;
- City Council Standing Committees, other City Boards, as well as any other committee of the City shall meet as regularly scheduled but under the same aforementioned provisions for the accomplishment of physical distancing. Masks shall be required of both participants and attendees till further notice;

## **ELECTIONS (Same timing as Public Facilities Re-Opening)**

Due to the close proximity that elections create at both our front desk as well as in one-on-one meetings, we shall be stationing a separate table in the lobby to help facilitate elections work forty-five (45) days in advance of both the August Primary and November General elections. The table will be topped with a “Sneeze Guard” and hand sanitizer for both the staff member and citizen. The City will follow all guidelines established by the Secretary of State Bureau of Elections.

## **PUBLIC RESTROOMS (Re-Opening TBD)**

Due to their use in each park facility, including the Campground, public restrooms are location where transmission of COVID-19 is at its highest chance. As such, the City’s public restrooms will remain closed until further notice. When the City does open them, implementation of the following changes in order to make them safely accessible will be made:

- Clean and sanitize all public restrooms and the restroom/shower facilities once (1) per day.
  - Post signs to that effect, stating that they are cleaned once per day, posting the approximate time.
  - We will ask for everyone’s cooperation in keeping them clean and will give them a number to call if there are problems.
- 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.

## **FREMONT FARMERS MARKET (Beginning TBD)**

Due to its role as a supplier of fresh fruits, vegetables and other food products, the Farmers Market shall continue as an essential service, 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 to 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 must wear masks and 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.
  - Discontinue events that encourage gathering, such as kids' corners or musical performances.
  - Eliminate, or cordon off, 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.

### **FREMONT FIRE DEPARTMENT PROCEDURES (Ongoing)**

- All Members will be required to fill out the initial Newaygo County Emergency Services COVID-19 Screening form to determine if any health problem potentially exists.
  - If member becomes sick/ill (cold, flu, etc.) after the initial screening, the member should not report to the station or respond to any call until cleared to do so by the Fire Chief or his designee;
  - If any member travels out of the State of Michigan, they should report this to the Fire Chief or his designee;
  - If a member who travel outside of the country, he/she shall be required to self-quarantine for fourteen (14) days.
- Members who are considered "High Risk" (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>) by the CDC will not be able to respond to fire station or go on any calls until the "Stay Home, Stay Safe" Executive Order is lifted. Then exception will be approved by the City Manager.
- Members shall observe "physical distancing" standards of six feet (6') at all time as practically possibly
- When travel in fire apparatus the wearing of a masks is required all times.
  - It is understood that in certain emergency responses the wearing of a mask is not practical
- Must wear masks when engaging with the general public directly as practical;
- Employees should not participate in any unnecessary physical contact with general public on calls;
- Use of hand sanitizer or hand washing must happen as soon as possible after interaction with general public;
- All fire apparatus shall carry a supply of hand sanitizer and be properly cleaned after ever uses;
- Members should wear masks at all department training that take place in the public as practical.

- Follow cleaning/sanitizing procedures for the facility and fire apparatus/equipment after every use;
- Members are required to properly sanitized the workstations, tools, equipment, phones, computers, desk chairs, etc., after every use;
- Personal guests will not be allowed in the fire station;
- The fire station meeting and lunchrooms shall be set up to maintained social distance between members and cleaned after each use

### **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 out of the State of Michigan, 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 [tblake@cityoffremont.net](mailto:tblake@cityoffremont.net) or by phone at (231) 924-2101.

While these changes shall be effective immediately and in-place for an indefinite period of time, they may be amended from time-to-time as circumstances and expert guidance changes. These updated practices are intended to help the City lead by example in dealing with re-opening our facilities to the public as well as to give our neighbors a feeling of confidence in how the City is operating moving forward.

Stay Healthy, Stay Safe and don't forget to Wash Your Hands and Shop Local!

Todd M. Blake  
City Manager  
City of Fremont