



# PHASING IN PLAN

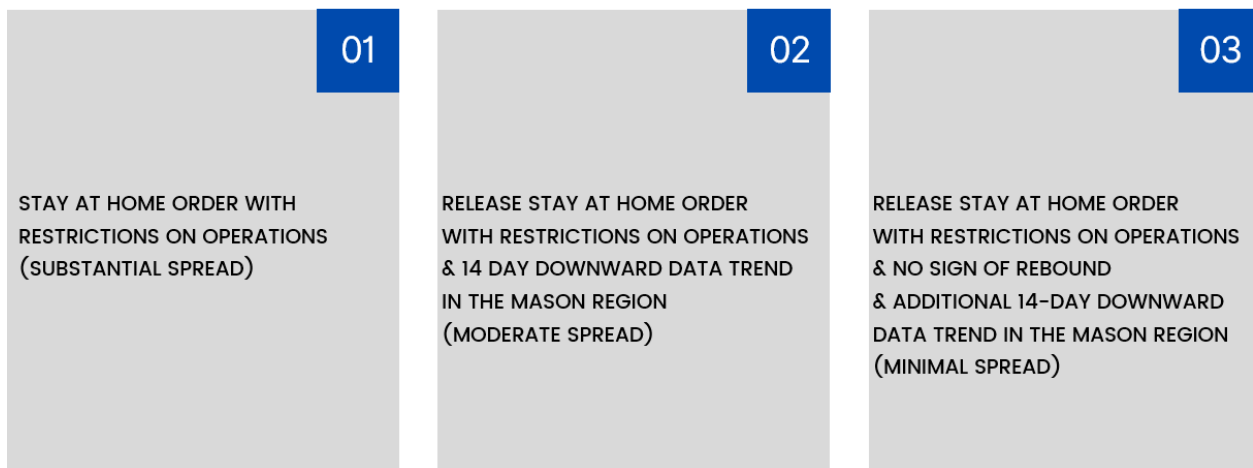
## COVID 19

### Introduction

In evaluating any policy decision related to COVID 19, the following will be considered:

1. **Legal Ability:** Legal requirement restricting or allowing you to resume operations
2. **Health Risk:** Limiting unnecessary health risk for both visitors & employees and ensuring your employees are properly equipped
3. **Human Element:** Understanding the entire picture for our employees (Whole Person) and for expectations of your citizens

## Legal and Health Phasing



Phase definitions:

- **Data:** Deaths, New Cases (and Percentage of Positive Cases, as available)
- **Mason Region:** Ingham (and adjacent counties, as available)

Resources for Staff:

- Policies related to working conditions: [COVID 19 Preparedness and Response Plan](#)
- Operational changes by area are regularly updated in: [Continuity of Operations](#)
- Daily Expectations (attached)

## Actions based on Phasing

	PUBLIC IN FACILITIES	STAFFING LEVELS/ OFF SITE WORK	TRAVEL	INTERNAL COMMUNICATION
Phase I	All Closed. Public only allowed if legally required, with PPE and health survey	Full staff, some staggered shifts w/ reduced hours (operators), required at home work if possible	Non-essential work travel NOT permitted.	Council- weekly written or verbal updates, Leadership- daily call, All employee- weekly zoom calls
Phase II	Partially Open. Public allowed only if necessary by appointment, with PPE and health survey	Full staff, some staggered shifts, encouraged at home if possible	Non-essential work travel NOT permitted.	Council- weekly written updates, Leadership- daily call, All employee- weekly zoom calls
Phase III	Open. Walk-in first floor only, sneeze guard barrier for interaction	Full staff, some staggered shifts, work at home if requested & possible	Non-essential work travel with Manager approval ONLY	Council- biweekly updates, Leadership- weekly call, All employee- written updates

	PARKS and TRAIL	PUBLIC EVENTS	IN PERSON SERVICES	EXTERNAL COMMUNICATION
Phase I	No facilities open, generally open for biking and walking	Not permitted	Legally restricted and with reduced contact	Direct Mail/ FB on contacts and status
Phase II	Some sports facilities open, unless defined by State	Not permitted, based on CDC guidance	Only Required Contact	Direct Mail/ FB on contacts and status
Phase III	Open with signage that they are not sanitized, bathrooms not open	Restricted based on CDC guidance evaluation	Reduced Contact	Direct Mail/ FB on contacts and status

## Additional Information

### High Risk Employees:

All phases: Self-reporting high risk staff will have additional precautions in place and will limit interaction with the public unless they have PPE.

### Facility Changes:

All phases: DPW, WWTP, WTP, and Fire Department will be closed the public

### City Hall, when open:

- Lobby will be limited to visitors that complete health screen, wear a face mask, and sanitize before entering. All common areas will have chairs removed.
- Customer Service will have an added sneeze guard and tape marking limiting area to social distancing requirements.
- Meeting rooms on first floor will be set up to allow for social distancing.
- Upstairs and elevator will be limited to employees only.
- Break room will be closed other than to retrieve food.