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### **City of Zeeland COVID-19 Mitigation Measures (updated 5/12/2020)**

Information around COVID-19 is rapidly changing on a daily basis. Out of caution, not panic, the City of Zeeland feels it is appropriate to implement recommended mitigation efforts. City Administration is working closely with other local agencies on appropriate mitigation efforts and following the guidance of the Ottawa County Health Department, Ottawa County Emergency Management Office, Michigan Department of Health and Human Services and the Center for Disease Control and Prevention. To that end, Governor Whitmer has issued several Executive Orders to mitigate the spread of COVID-19 that can be found here [https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-521682--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-521682--,00.html). Of particular note is Executive Order 2020-77 deemed as the Stay Home, Stay Safe, Save Lives order (a rescission of previously issued Executive Orders). In conjunction with Governor Whitmer's Executive Orders, the Michigan Department of Health and Human Services continues to offer guidance on community mitigation strategies – find here [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus) as does the Ottawa County Health Department – please refer to the following link. [www.miOttawa.org/miHealth](http://www.miOttawa.org/miHealth)

Specific guidance for City Operations through May 31, 2020 (unless noted differently below) or as further modified by the City.

1. Cancel/postpone all city sponsored public gathering events (i.e., downtown, parks, city facilities) of any number of people unless specifically exempted in Executive Order 2020-77 through May 31, 2020.
2. Close city playgrounds, pickleball courts and public restrooms.
3. Close the Zeeland Board of Public Works customer service counter to walk-in traffic. Customer service staff will maintain an on-site presence during published business hours to accept phone calls, maintain the payment drop box, and perform utility billing processing.
4. Close Zeeland City Hall to walk-in traffic. Customer service staff will maintain an on-site presence during published business hours to accept phone calls, maintain the payment drop box, and perform permit request. Individual appointments can be made, subject to Covid19 pre-screening, but customers are strongly encouraged to conduct business via phone, email, on-line, drop-box payment, in order to limit person-to-person contact.
5. Close the Howard Miller Library/Community Center.

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6. Cancel/postpone all Lawrence Park Pavilion rentals, Howard Miller Community Center reservations, and Howard Miller Library programming through June 14, 2020.
  
  7. Limit in-person city operations to critical infrastructure workers and workers necessary to conduct minimum basic operations necessary to enable transactions that support the work of critical infrastructure workers as defined in Executive Order 2020-77 and/or U.S. Department of Homeland Security Cyber Security & Infrastructure Agency (CISA) guidance through May 28, 2020 or as further extended by Governor Whitmer's Executive Order 2020-77. City operations considered critical infrastructure workers and/or workers necessary to conduct minimum basic operations include:
    - a. Law enforcement, public safety and first responders
      - i. Chief of Police and Police Officers
      - ii. Fire/Rescue Chief and Fire/Rescue Paid-on call members
      - iii. Admin. Assistants to Support Public Safety Operations
    - b. Energy
      - i. Electric System Operators
      - ii. Electric Line Workers
      - iii. Meter Reader
      - iv. Mechanics
      - v. Engineers
      - vi. Technicians
      - vii. Maintenance Workers
      - viii. Division Managers
    - c. Water and Wastewater
      - i. Technicians
      - ii. Operators
      - iii. Electrical/Utility Specialist
      - iv. Senior Operator/Laboratory Tech
      - v. Clean Water Plant Superintendent
      - vi. Water Utility Operations Manager
    - d. Public works employees needed to maintain streets, maintain safe and sanitary parks, maintain sewer lines, trash pick-up and removal, fleet maintenance, traffic signal maintenance, location of buried utilities, etc.
      - i. Equipment Operators – Streets/Parks/Cemetery
      - ii. Park/Cemetery Maintenance
      - iii. Mechanic
      - iv. Asst. Supervisor Streets/Parks/Cemetery/Motor Pool
      - v. Public Works Operations Superintendent
    - e. Manage and oversee elections
      - i. City Clerk/Personnel Assistant

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- ii. Admin. Assistant to City Clerk/Personnel Assistant
    - f. Operations necessary to enable transactions that support utility customers and the work of critical infrastructure workers such as payroll and employee benefits, ensure continuity of building functions, facilitate others to work remotely, communications and information technology, and personnel who support Mission Essential Functions
      - i. Custodians/Maintenance
      - ii. Head Custodian
      - iii. Accountant
      - iv. Deputy Treasurer/Accountant
      - v. Accountant
      - vi. Customer Service Representatives
      - vii. Marketing Director
      - viii. Library/Community Center Director
      - ix. Facilities Maintenance Supervisor
      - x. Community Development Director/Assessor
      - xi. Admin. Assistant to the Community Development Director/Assessor
      - xii. Assistant City Manager/Finance Director
      - xiii. City Manager
      - xiv. Admin. Assistant to City Manager
      - xv. Utilities Manager/General Manager
      - xvi. Mayor and City Councilmembers
      - xvii. City Attorney
  8. City Departments will implement their department specific COVID19 response plans to ensure the continued delivery of essential city services including the support of work from home if feasible.
  9. Adhere to the City's Pandemic Illness Response Plan (attached).
  10. Prohibit travel to workshops/conferences/trainings unless approved by city manager/BPW General Manager (or their designee).
  11. Through June 30, 2020, as determined appropriate by the Zeeland City Council and/or other public governing bodies serving the city, conduct meetings electronically via phone or online in compliance with any Executive Order 2020-75, or subsequently issued Executive Order by the Governor that enables a local government to do so.

Timothy R. Klunder, City Manager

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