



Make it yours.



TO: All Non-Uniformed City Staff

FROM: Patrick E. J. Titterington, Director of Public Service & Safety

A handwritten signature in blue ink, appearing to read "Patrick E. J. Titterington".

DATE: April 28, 2020

SUBJECT: REVISED STAFFING/REPORTING PLANS

On March 24, 2020, in response to the COVID-19 perceived threat, I instituted a staffing plan for City facilities that included on-site, remote or on-call work. That plan has been in effect until further notice. Note that these plans did not pertain to the Police and Fire stations and their uniformed personnel, and the Miami Shores Golf Course operations and employees, who have their own sets of policies and procedures in place.

As of Monday, May 4, 2020, the plans for City Hall and the Arena are revised as follows:

May 4 - May 10: All employees shall report to their building during their regular hours. There will no longer be remote work or on call status. The buildings will not be open to the public during this week. Rather, this will be the chance for all employees to re-acclimate themselves to their previous work environment without concern for interacting directly with the public.

May 11-17: City Hall and Hobart Arena will be open to the public (with limited access to certain areas) from 10:00 a.m. - 2:00 p.m. during the building's normal work week. We will be strongly encouraging the public to call and make appointments in City Hall for tax filing support, as well as to set up utility bill payment plans for those customers who are delinquent and at risk of having their water service shut off when that order is lifted. At City Hall, residents should still be encouraged to use the drop box in the lobby or on-line payment options when possible. Additionally, vendors, contractors, and property owners will continue to be encouraged to use the City's on-line permitting process.

May 18: City Hall will be open to the public during normal business hours (8:00 a.m. - 5:00 p.m.). We will continue to encourage appointments where possible.

The Maintenance Facility, Cemetery buildings, Treatment Plants, and Park Maintenance Facility will remain closed to the public until further notice.

Building Preparation:

1. Where possible, floor demarcations should be added denoting 6-foot social distancing lines;
2. Restrooms should be closed to the public, including the first floor of City Hall;
3. All office doors should either remain locked (accessible only by key fob, code, or knocking) or with a gate that effectively blocks unimpeded access;
4. Sanitization should occur once or twice each day;
5. A sneeze guard shield shall be installed at the public counter of the Planning and Zoning office and should be considered (after consultation with Tom Funderburg or me) at the public access points of other City buildings; and,
6. All buildings shall have capacity limited to 50% of the fire code regulations.

Employee Procedures:

1. Employees shall maintain social distancing of at least 6 feet if possible;
2. Employees shall have their temperature taken on a daily basis, at the start of their work day;
3. All employees shall wear a mask, which will be provided by the City, under the following scenarios. Note: this policy will be revisited at the end of May (if not sooner);
 - a. When working closer than 6 feet from a fellow employee;
 - b. When coughing from allergies or colds;
 - c. At their option and based on their comfort level;
4. Employees should continue good hygiene and frequent hand washing
5. No on site meetings shall include more than 10 individuals.

As always, your supervisor/director and I are available if you have any questions or concerns.

cc:

Mayor Robin Oda
Auditor John Frigge
Law Director Grant Kerber
Troy City Council