



# Armada Township

23121 E. Main Street, P.O. Box 578

Armada, Michigan 48005

Telephone: (586) 784-5200 Facsimile: (586)784 5211

John W. Paterek, Supervisor – Camille Finlay, Treasurer - Mary K. Swiacki, Clerk

Steve Nikkel, Trustee – Jim Goetzinger, Trustee

Christopher Krotche, Fire Chief

May 1, 2020

Re: Covid-19 Preparedness in the Township Hall

As you are all aware, we have taken certain personnel actions related to Covid 19 and having office personnel work from home if possible. While more productive than laying personnel off, we are less productive than we would be if all personnel were operating on site and dealing with the public. The Governor's most recent "stay home, stay safe" order is through May 15<sup>th</sup>. Restrictions impacting our operations related to building trades have been loosened and are effective May 7<sup>th</sup>. The building secretary will be returning to in-office work on May 6<sup>th</sup>.

At the very least, for the protection of department heads, elected officials, personnel and the public, Armada Township will require the following: (For the sake of this notice, personnel refers to all people working in the Armada Township Hall including elected officials, department heads, deputies and employees).

1. All departments are required to have a supply of personal protection equipment; masks, gloves and sanitizer. These will be provided to each department.
2. Emergency personnel will continue to operate as they have been under the order until further notice.
3. Sanitizer will be at both entrances into the hall.
4. All personnel to return to normal functions with the following restrictions:
  - a. All inspectors will wear proper PPE on job sites and will transport in separate vehicles. Contractors will be required to provide a minimum of 6 feet space from our inspection personnel.
  - b. All contact between personnel and the public should be scheduled and by appointment only. PPE will be required for any in-person meeting.
  - c. Meetings should be held electronically or conference call unless the officer over the department approves of the in-person meeting.
  - d. The glass windows at each department are to remain closed unless absolutely necessary to open.
  - e. All internal doors are to remain open to minimize use of knobs.
  - f. Each department will be responsible for cleaning and sanitizing all knobs, counters, desks, phones, cellphones and any other shared items. Sanitizing will take place at 9:00 am each day and 1:00 pm each day. Sanitizer with paper towel or wipes will be provided.
  - g. Social distancing of 6 feet is to be maintained between personnel. Social distancing is also to be maintained between personnel and the public.

- h. The public MUST remain on the opposite side of the glass.
- i. Each department will have a supply of masks and gloves. Masks should be worn anytime leaving the confinement of the individual's office is necessary.
- j. The township park and the senior center will remain closed until further notice and updates from the State of Michigan.
- k. Employees are asked to take their temperature before leaving for the office and log in the reading on the log sheet at the township hall. Currently working to obtain in office equipment to do this at the township hall.
- l. All department heads should evaluate their processes to determine if any can be handled more appropriately on the township website and/or electronically to reduce face to face contact.

These actions will continue until deemed a change is appropriate. I will continue to update this effort and plan. Please let me know if you have any additional ideas or comments that may be helpful.

Please stay safe and positive,

John W. Paterek  
Armada Township Supervisor