


MEMORANDUM

CITY OF GRAND RAPIDS

DATE: May 28, 2021

TO: Top Management 

FROM: Mark A. Washington, City Manager

SUBJECT: **City Manager Administrative Order 2021-07: Implementation of Citywide Re-entry Plans**

The City of Grand Rapids has consistently modeled its service provision around requirements and guidance provided from federal, state and county authorities. As more has been learned about the effectiveness and efficacy of vaccinations, and the percentage of vaccinated individuals increases, requirements have been progressively scaled down over the past few weeks.

Consistent with updated guidance from the CDC, MIOSHA and MDHHS, I'm happy to share that the City of Grand Rapids is in a position to provide more open and accessible service to the public, with fewer limitations for both staff and for our residents and customers. With that said, we acknowledge that COVID-19 remains a present and persistent health concern and we all must continue to adhere to the appropriate precautions to ensure the safety of our co-workers and the public.

This guidance replaces in its entirety Administrative Order 2021-03.

Guidelines for provision of services

1. **We will continue to adhere to our City of Grand Rapids re-entry plan, which serves as our COVID-19 preparedness plan.** This is our written plan to mitigate employee exposure to COVID-19 in the workplace. This includes processes and detailed measures we must continue to exercise in order to reduce risks of employee exposure, to include:
 - a. Continued use of daily self-screening for staff working in-person.
 - b. Appropriate personal protective and distancing measures, including modifications within work areas.
 - c. Ensuring compliance with masking requirements and distancing measures for non-vaccinated individuals.

- d. If there are questions regarding the implementation of personal protective or distancing standards within the workplace, departments should consult with Risk Management on the most appropriate responsive measures.
 - e. Any changes that may contradict or conflict with existing labor agreements should be reviewed by Labor Relations prior to implementation.
2. **City facilities will be open for walk-in service where permitted.** Departments should continue to encourage self-service options, or conducting business via e-mail, telephone or through the City's 311 center.
- a. The City's 311 Center on the Monroe level of City Hall is the recommended first place for customers to contact for service. Departments are encouraged to work with 311 on potential areas where service may be provided through the center.
 - b. All customers are encouraged to wear a face covering when requesting in-person service. Should a customer choose not to, departments are authorized to request that the interaction take place in a suitable space where distancing is possible.
 - c. Opening to walk-in service does not supersede permanent building security protocols put into place at certain facilities during the pandemic.
 - d. Departments should adjust in-person staffing levels appropriately to accommodate walk-in traffic.
3. **City Commission and other board/commission meetings will resume meeting in-person beginning July 1, 2021.**
4. **Public engagement meetings may resume in-person with restrictions. Departments may conduct public engagement activities virtually or through other electronic means where appropriate.**
- a. For indoor meetings, no more than 25 persons may be present or 50% of the capacity for the room in which the meeting is taking place (whichever is greater).
 - b. No more than 300 persons may be present for outdoor meetings.
 - c. For stationary activities, a minimum six-foot distance should be maintained for all participants.
5. **All permitted special events must comply with published personal protective, physical distancing and capacity requirements.** All applicants for special event permits shall provide a plan for compliance with MDHHS guidelines prior to approval.

6. **All Parks and Recreation facility rental requests must include a plan for compliance with MDHHS guidelines prior to approval.**
7. **Indoor cemetery services are limited to 25 persons or 50% of the capacity of the room in which the service is held (whichever is greater), and must comply with all MDHHS guidelines for distancing and personal protection. Gravesite services are limited to 300 persons.**
8. **Recreational programming will continue with restrictions.** This includes (but is not limited to):
 - a. Limiting capacity of indoor fitness classes to allow for six-foot distancing among participants.
 - b. Limiting occupancy in recreational facilities to 30% of capacity.
 - c. Limiting occupancy in clubhouses and outdoor swimming pools to 50% of capacity.
9. **Interior inspections for code enforcement, permits, rental certification, water services, sewer maintenance, housing rehabilitation and lead remediation projects will continue.** This is provided that work can be done in a manner compliant with personal protective, physical distancing and capacity requirements.
 - a. Departments providing such in-home services shall continue protocols for pre-screening homes or businesses for COVID risk.
 - b. If risk factors are present, those should be reported to a supervisor to determine whether the risks can be mitigated, or work can be rescheduled.
 - c. Departments performing in-home services must maintain a log or record of appointments serviced.
10. **Work-from-home requirements are lifted for all departments.** Departments are encouraged to work with employees on appropriate transition plans for in-person work. Telework remains a permissible option per the City's [Telework Policy](#), which requires that a Telework Agreement be on-file for any employee working from home on a regular or periodic basis. These agreements are subject to review and adjustment based on performance and organizational needs, and are provided at the discretion of departmental leadership based on the employee's effectiveness in achieving work outcomes.

Continuity of Operations

Effective continuity of operations response requires workforce flexibility, and Department Directors are empowered to develop strategies to meet the requirements of this Order in the manner most appropriate to their particular line of work.

- a. Any initiatives, strategies or recommendations that conflict with current labor agreements should be shared with Labor Relations prior to implementation to ensure compliance.
- b. Provisions for both Expanded FMLA eligibility and Emergency Paid Sick Leave remain in force through September 30, 2021. Employees can refer to Administrative Order 2021-02 for detailed guidance.

These Orders are effective immediately and shall continue through October 14, 2021 unless otherwise lifted or modified by superseding state or federal requirements, at which time they may be lifted or modified accordingly.

Please work with your Deputy City Manager, Assistant City Manager or Managing Director to resolve any questions or concerns.

cc: Eric DeLong
Doug Matthews
Allison Farole