

Reopen Plan for Public

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Is City Hall open to the public?	Closed to Public	Closed to Public	Closed to Public except cash payments	Open to public limited to 10 people, strict social distancing in place	Open as in past
Meetings	Virtual	Virtual	Virtual	Virtual	In person
Masks for public	n/a	n/a	If coming in to pay cash, must wear a mask	Must wear a mask	No masks required
Special hours for vulnerable people	n/a	n/a	8-9:30	8-9:30	no
Late Fees	Will not be assessed	Will not be assessed	Will be assessed	Will be assessed	Will be assessed
How to contact with questions.	Can call 906-663-4311	Can call 906-663-4311	Can call 906-663-4311 or use the phone by the library entrance	Can call 906-663-4311 or stop in	Can call 906-663-4311 or stop in
Restrooms	Staff only	Staff only	Staff only	Staff only	Public and staff
Social Distancing Requirements	Extreme, strict compliance	Extreme, strict compliance	Extreme, strict compliance. Public will be asked to leave if they can't follow the guidance	Strict Compliance. Public will be asked to leave if they can't follow the guidance	As in the past
Doors open	None	None	Library Door	Normal doors	Normal doors

Reopen Plan for Employees

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Sanitizing	Daily	Daily	Hourly	Hourly	Normal
Masks for employees	If there is an essential service that can only be met through seeing someone wear a mask	If there is an essential service that can only be met through seeing someone wear a mask	Whenever dealing with the public or another coworker	Must always wear a mask	No masks required
Mail	Wear gloves and wash hands after opening	Wear gloves and wash hands after opening	Wear gloves and wash hands after opening	Wear gloves and wash hands after opening	No special precautions necessary
Employees with symptoms	Will be asked to quarantine for 14 days	Will be asked to quarantine for 14 days	Will be asked to quarantine for 14 days	Will be asked to quarantine for 14 days	Depends on health department's guidance
Who works in Office?	Kelli	Kelli	Kelli	Kelli, Jim, Charly	Kelli, Jim, Charly
Gloves for employees	When opening mail	When opening mail	When opening mail and taking payments	When opening mail, taking payments, and working at front counter	Depends on guidance from health department
If employee sick	If employee was in a building within the past 14 days, fully close down for 2 days, then fully sanitize building before opening. Sick worker can only return when doctor gives a note saying they can return	If employee was in a building within the past 14 days, fully close down for 2 days, then fully sanitize building before opening. Sick worker can only return when doctor gives a note saying they can return	If employee was in a building within the past 14 days, fully close down for 2 days, then fully sanitize building before opening. Sick worker can only return when doctor gives a note saying they can return	If employee was in a building within the past 14 days, fully close down for 2 days, then fully sanitize building before opening. Sick worker can only return when doctor gives a note saying they can return	Ask Health Dept.

Steps necessary to enter each new phase

Phase 2: Governor's ok.

Phase 3: Governor's ok. Hand Sanitizer available at library door. Sign installed at library door. Signs on doors updated. Plexiglass installed at front window. Public isn't allowed in office. Must have masks that can be given to public and enough sanitizing spray

Phase 4: Hand Sanitizer available at the three normal entrances. Signs on doors updated to discuss social distancing. Social distancing signs posted throughout City Hall. Floor has tape indicating how far apart people must stand. Public isn't allowed in offices other than City Manager's office.

Phase 5: Governor's ok.

Do note that all of this is subject to the Governor's and Health Department's Guidance and is subject to change. We will have to remain flexible as we work through this.