



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL REPORT

Date: May 13, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Dennis Trantham, Facilities and Grounds Operations Manager  
Kurt Bovensiepe, Public Works Director

Subject: City Facilities Safe Return to Work Plan

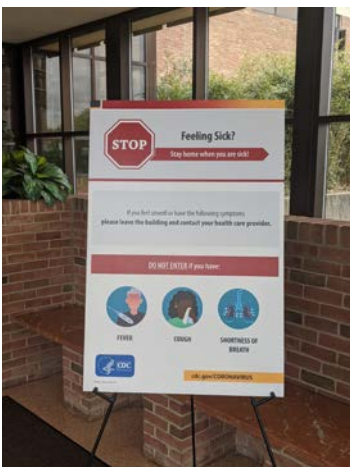
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The city has begun planning on how to return physically to work and begin servicing the public at our facilities. Our employees' and constituents' health is paramount as we look at ways to ensure we are returning to a safe work environment. This includes looking at the safety of employee-employee interaction and employee-public interaction. Although our return date is uncertain and what the most current recommendations will be, it is important that we start accomplishing some of the physical improvements and modifications to city facilities. A Facilities Task Force was assembled with representatives from the Facilities Division, City Clerk's Department, Fire Department, and Police Department to begin looking at concerns, solutions, and current recommendations from Federal, State, and County agencies. Department Heads in City Hall were asked of any specific concerns from their respective departments. Both Library and Community Center representatives had separate conversations regarding these two facilities.

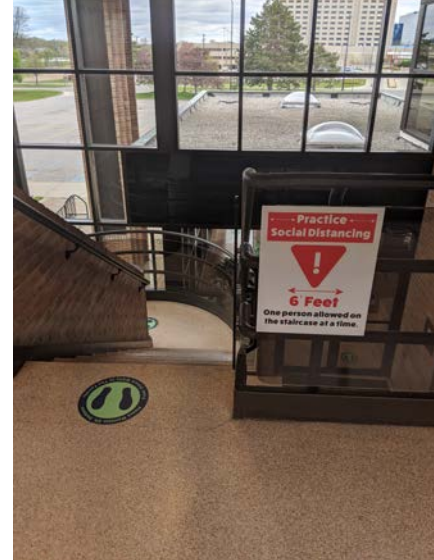
Listed are some of the highlights from the Return to Work Plan.

**Disinfecting-** Supply departments with the necessary disinfecting products and increasing services through the custodial contractor.

**Self-Symptom Screening-** Posters at all entrances to remind people entering to screen themselves and not enter the building if experiencing the listed symptoms.



**Social Distancing-** Floor decals, barrier ribbons, single elevator occupancy, single staircase occupancy, wall and counter signs, relocating some staff who work closer than 6'.



**Proper Hygiene-** Handwashing signs, automatic dispensing hand sanitizer stations, counter hand sanitizer stations





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**Limiting Physical Interactions-** Clear counter shields, Department only signs.



**Limiting Touch Points-** Automatic faucets, automatic soap and towel dispensers, Step and Pull's for lavatory doors, eliminating public computers.



**Air Circulation-** Upgrading filtration to Merv13 in HVAC system, which will assist in capturing harmful bacteria and viruses.

The Facilities Division has begun procuring all the necessary Personal Protective Equipment (PPE), disinfecting products, and hygiene products to distribute to departments and facilities.

Directives to employees regarding processes and procedures will be accomplished through an Administrative Memorandum issued by the City Manager and Human Resources Director.

By accomplishing these tasks, the City of Troy will be well prepared to minimize any risk of exposure to the employees and public when facilities begin to reopen.