

VILLAGE OF BEVERLY HILLS

COVID-19 RESPONSE PLAN



JUNE 15, 2020

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1. INTRODUCTION

In March of 2020 the State of Michigan began to first feel the impact of the COVID-19 global pandemic. This pandemic has proven to be the most consequential public health emergencies for the United States in a century. Accordingly, the State of Michigan declared a State of Emergency on March 10, 2020. At noon on Tuesday, March 17th, Village Manager Chris Wilson activated the Emergency Operation Plan per Chapter 9 of the Beverly Hills Municipal Code and established the Office of Emergency Services to address the COVID 19 outbreak within the Village. Later that same evening the Village Council authorized the creation of the Office of Emergency Services Forces for the Village of Beverly Hills and appointed the Village Manager to the position of Director of Emergency Services Forces. Other appointments to the Offices of Emergency Forces were made as follows:

- Coordinator – Kristin Rutkowski, Assistant Village Manager/Village Clerk
- Assistant Coordinator for Public Safety – Richard Torongeau, Public Safety Director
- Assistant Coordinator for Finance – Sheila McCarthy, Finance Director
- Assistant Coordinator for Clerk – Peggy Linkswiler, Treasurer/Human Resources
- Assistant Coordinator for Public Services – Karrie Marsh, Assistant to the Village Manager
- Assistant Coordinator for Building Services – Erin LaPere, Planning and Zoning Administrator

Establishment of the Office of Emergency Services Forces was intended to allow the Village to respond rapidly and appropriately to the dynamic forces of the COVID 19 outbreak. This would soon prove to be necessary. On Wednesday, March 18th, Governor Whitmer would issue Executive Order 2020-15 which modified the Open Meetings Act to allow participation via teleconference in public meetings. As of Thursday, March 19th the Village Hall would be closed to the public. Village Operations reduced or modified to adjust to more limited staffing levels. On Tuesday, Governor Whitmer issued Executive Order 2020-21, a state-wide Stay at Home Order. Village operations were limited to those things deemed “essential” per the order. Various safety and cleaning protocols were implemented for various Village facilities and operations. Village staffing levels were further reduced daily with employees working from home as much as possible.

The Stay Home Order was extended and modified multiple times. On Monday, June 1st Governor Whitmer rescinded the Stay Home Order replacing it with Executive Order 2020-110. This order removed the previous prohibition on in-person governmental services while still encouraging office employees to work from home as much as possible. Since the issuance of Executive Order 2020-10 the Village has been preparing to gradually return operations to pre-pandemic levels. Additionally, the State of Michigan developed the MI Safe Plan with provided a six-step process for the reopening and reestablishment of various services in eight (8) different regions of the state (Appendix pages 16 and 17).

As of Monday, June 15th, 2020 the Village Hall will be re-opening to the public on a limited basis, all able staff will be reporting to the Village Hall daily. As Village Hall and other Village facilities resume full operations it will require additional plans and protocols to ensure the safety of staff and residents. To follow will be a listing of the current and future COVID-19 related steps, procedures and protocols necessary to resume operations in the Village of Beverly Hills

2. FACILITIES

Village Hall – The Beverly Hills Village Hall has been closed to the public since noon on Thursday, March 19th. Prior to this closing to the public, Village staff introduced cleaning and disinfecting protocols for all public areas and hard surfaces. As Village services have continued since March 19th with limited Village staff in the building each day the staff have become accustomed to conducting Village operations safely in a COVID-19 environment. Nevertheless, as we prepare to open the building to the public on a limited basis and return all Village staff, the following measures will need to be taken until further notice:

- All persons entering the building will need to wear a mask. Visitors performing business at the Village Hall will be required to wear a mask at all times when in the lobby and in other common areas. Signage detailing mask requirements will be posted in prominent areas (Appendix page 16). Employees who are in their own office or at their desk do not need to wear a mask unless they move to another section of the building. Should anyone refuse to wear a mask they are to be refused service and ask to leave. Should the individual refuse to leave Village staff shall contact the Department of Public Safety.
- Social distancing will be practiced by all employees and visitors to the Village Hall until further notice. All persons inside of the Village Hall will remain at least six feet away from all other individuals at all times. Signage detailing social distancing requirements will be placed in prominent areas (Appendix page 19).

- Village Employees are to remain in their offices or at their desks as much as is possible. Inter office communication should be done via telephone or e-mail as much as possible. Employees are to avoid using or coming into contact with the work equipment of other employees such as office phones and keyboards. Should an employee be required to use a common office work device, or one other than their own, they should properly disinfect this device immediately after using it.
- To the extent possible, no more than one person at a time should be in common areas such as the copy room, front desk or kitchen.
- Employees are to enter the building daily through the mechanical room located on the west side of the building. All employees will be provided a key to this room. Upon entering this room there will be a medical sign in sheet. Employees are to take their own temperature with the device provided and record it on the sign in sheet (Appendix page 20). In addition, there are health questions that each employee is to answer daily. If an employee's temperature registers 99.5 or above, or if they give a disqualifying response to any of the questions on the sign in sheet, they are not to enter the building; they should exit through the exterior door to the mechanical room and contact their immediate supervisor.
- Members of the public who are sick, displaying any symptoms of illness, coughing or having a fever are not to enter the building. If they need assistance, they can contact the Village office by phone or electronically. Signage to this effect shall be place on the exterior doors to the building in a prominent place.
- Visitors to the Village Hall are to enter through the double doors on the north side of the building adjacent to the parking lot. No more than two (2) persons shall be allowed in the common lobby area at any time, including one at the desk. A third person may wait in the designated marked spot in between the double doors. Any other persons waiting to enter the building should remain outside the double doors.
- Employees are to clean and disinfect their offices and/or workspaces no less than daily. Public common areas and all hard surfaces and fixtures shall be cleaned and disinfected as needed and no less than daily.
- The conference room and Council chambers are not to be used for meetings of staff or between staff and the public until further notice. Rental or use of these spaces by outside groups or organizations is likewise prohibited until further notice.

Public Safety Building – The Beverly Hills Department of Public Safety Building has remained open and operational with limited public access throughout the pandemic and Stay Home Order. As staffing levels remained largely intact it was necessary to establish social distancing, entry

screening and sanitizing procedures early on. Additionally, the building has had to undergo necessary repairs and maintenance during this time with various contractors or vendors being on site. Cleaning and sanitizing of the building, vehicle and fire apparatus have been modified to combat COVID-19. Until further notice, the following protocols and procedures will remain in effect for the Beverly Hills Department of Public Safety Building:

- Employees are required to check their temperature before entering the building and at the end of their shift. Employees are required to log their temperature at this check point. Employees who are sick, displaying any symptoms of illness, coughing or having a fever shall not enter the building. They shall notify the on-duty supervisor immediately.
- Hand sanitizer stations have been set up throughout the building and employees have access to cleaning products.
- All the interior doors have been propped open to limit the contact with door handles.
- Vehicles are to clean and properly sanitized at the end of each shift in which they were used. Fire apparatus are to be properly cleaned and sanitized at the conclusion of each use.
- Employees are required to clean their work spaces at the beginning and end of their shift.
- Social distancing shall be practiced by all employees until further notice. All persons inside of the Public Safety Building will remain at least six feet away from all other individuals at all times. Employees are encouraged to wear a mask while in the building common areas and are required to wear a mask on all calls for service.
- Two visitors are permitted in the lobby at one time. Markers on the floor of the lobby will be placed so that visitors will know where to stand and maintain proper social distance.
- Signage on masking requirements, social distancing, cleaning, sanitizing and hand washing will be placed upon the exterior and within the interior of the building as deemed necessary by BHPSD Administration.
- Contract workers are required to wear a mask when inside the building. They are screened before entering and their temperature is taken.

Village Parks – All Village parks have remained open with limitations during the pandemic and while the Stay Home Order was in effect. Upon the declaration of a State of Emergency, the Village put in place a cleaning protocol for the playgrounds, adult exercise equipment and other common areas throughout the park. On Saturday, March 21st Oakland County ordered all playgrounds in Oakland County closed. Accordingly, the playground and adult exercise equipment were secured with caution and signs were placed that they were not to be used. Further, the nets on the tennis courts and sand volleyball court were removed and the hoops on

the basketball court were taken down. Upon the lifting of the Stay Home Order, Oakland County rescinded the order that all playgrounds be closed. On Friday, June 5th the caution tape around the playground and adult exercise equipment were removed and tennis nets were put in place. Basketball and Volleyball infrastructure will be returned upon Oakland County moving to Phase 5 of the MI Safe Plan.

Douglas Evans Nature Preserve, Riverside Park and other parks or public spaces have remained open to the public and will continue to do so. Social distancing protocols will remain in place in all Village outdoor public spaces until further notice. The Village will be placing signs to remind all visitors on proper social distancing practices as needed. A copy of such signage can be found on page 21 of the attached appendix. Additional information regarding Village Parks and public spaces are as follows:

- Outdoor crowds of up to 100 are now allowed provided proper social distancing is maintained. This applies to all Village parks and outdoor spaces, including the Pavilion in Beverly Park.
- Park hours will remain the same: 8:00 AM to 10:00 PM. Bathroom facilities will be closed nightly. No persons are to be in the parks past 10:00 PM nor prior to 8:00 AM.
- Park Rangers will be on staff beginning Friday, June 12th. Rangers will clean and sanitize all playground equipment, hard surfaces and common areas not less than once daily until further notice.
- Signage will be placed in restroom facilities to encourage hand washing and to remind or proper cleaning and sanitizing procedures (Appendix page 22).
- Bathroom facilities are equipped with automatic flushers and no-touch hand dryers.
- The disc golf course will be open and available for use with proper social distancing.
- The Buckthorn eradication project will commence again on June 15th. All contractors on site to perform this work will be masked and maintain proper social distancing.
- All parks and park grounds will be maintained on a regular and continual basis by Village staff and contractors. All individuals performing maintenance at the park will be masked and maintain proper social distancing.
- All other rules regulations and protocols regarding Village Parks and public spaces remain in effect:

Public Services Building – The Public Services Building has remained open throughout the pandemic and Stay Home Order as municipal public service and public works were considered essential under the terms of the original stay home order. The Public Services Building is not normally open to the public. Anyone with issues regarding the Beverly Hills Public Services Department should contact the Village Hall. Contract employees through Comeau Equipment have been advised in proper cleaning and sanitizing of equipment and are responsible for maintenance of all vehicles and equipment.

Village Compost Site – The Village compost site will remain open and accessible to Village residents to pick up free compost to use on their own property. Residents should bring their own tools and equipment to load the compost. Social distancing standards are to be maintained by residents picking up compost.

3. OPERATIONS

Public Meetings – There have been no meetings open to the Public held at the Village Hall or in any other location since the regular Village Council meeting of March 17th, 2020. On March 18th, Governor Whitmer issued Executive Order 2020-15 allowing the use of teleconference technology per the Michigan Open Meetings Act. This order was in effect through April 10th. It has since been extended through June 30th.

Since March 18th, all Village Council meetings have been held via teleconference through the Zoom app. The Village has coordinated with Bloomfield Community Television (BCTV) so that all Village Council meetings can be live web streamed, recorded and rebroadcast as normal. Other meetings of the Village were initially cancelled, with some returning via teleconference as the need has arisen. The Birmingham Area Cable Board have also been holding their meetings via Zoom.

While the Village Hall will be re-opening to the public on June 15th, the physical size limitations of the Village Hall and existing social distancing guidelines will require the continued use of teleconference capabilities for the immediate future. Until further notice, the following protocols and guidelines will remain in place for all Village of Beverly Hills public meetings.

- All public meetings and public hearings will be noticed and published per all applicable Michigan laws and regulations with all required notices being sent as required in a timely manner.

- The Village Hall will remain open to the public during any public meeting to allow any resident or citizen who wishes to participate in the meeting to do so.
- Any member of the public who attends a public meeting shall wear a mask when not making a comment or presentation to the Board and shall maintain social distance while inside the Village Hall.
- Any Board member entering the building to participate in a public meeting shall also wear a mask until they have taken their position at the dais or table. Masks will not be required of board members during the duration of the meeting. Masks should be worn upon the conclusion of the meeting and while exiting the building. Social distancing guidelines will apply to Board members during public meetings.
- The Village will provide a laptop placed upon the podium and connected via zoom or applicable application for any member of the public to use when making comments or a presentation so that all comments may be heard and understood by all who are participating. Such comments should be addressed to Chair or other Board member present in Chambers at the time.
- To the extent possible, when holding a public meeting via teleconference, the Chair or his or her designee shall be present in the Village Chambers to accept any public comments or presentations on behalf of the board.
- A representative of Village Administration will be present during all such public meetings to help ensure that proper social distancing is maintained during these proceedings.
- Size limitations on indoor gatherings in effect, either by federal, state, county or local order, will also apply to all public meetings held in the Village of Beverly Hills
- Village Staff will be responsible for the cleaning, sanitizing and disinfecting of Council chambers, common areas, all hard surfaces and fixtures and any other areas as required at the conclusion of each public meeting.
- Minutes of all meetings shall be taken, recorded, approved and maintained as required by all applicable state law for any noticed public meeting held via teleconference.

Public Safety – The Beverly Hills Public Safety Department (BHPD) has remained fully staffed and operational throughout the pandemic and Stay Home Order. As this department is responsible for all emergency first response for police, fire and medical emergencies in the Village, it was not possible to limit staffing for uniform employees or have employees work from home. There were some modifications in operations, however. Civilian staff were placed on a

limited work schedule. As our local district courts closed, traffic citations and non-felony arrests declined due to an inability to process citations. Medical runs increased, while police runs declined. Patrol efforts were shifted to help achieve compliance with the Stay Home Order. Most Notable, the Village entered into a Memorandum of Understanding (MOU) with the City of Birmingham Fire Department (BFD) by which personnel from BHPSC were sent daily to serve in one of the BFD Stations. These additional personnel allowed BFD to operate three (3) ambulances on a daily basis as opposed to two (2). In return, BFD served as primary backup to BHPSC for fire calls. This arrangement proved to be beneficial to both agencies during the period of highest Medical First Response (MFR) calls in both communities. As MFR calls declined and operations returned to a more normal status, this MOU has been rescinded. A copy of this MOU is included in the appendix on pages 23-25.

As operations and staffing were not reduced in BHPSC, cleaning, sanitizing, disinfecting and health screening protocols were established during the early stages of the pandemic and remain in place. The following protocols and procedures will remain in effect until further notice:

- Employees are required to check their temperature before entering the building and at the end of their shift. Employees are required to log their temperature at this check point.
- Employees who are sick, displaying any symptoms of illness, coughing or having a fever shall not enter the building. They shall notify the on-duty supervisor immediately.
- A quarantine protocol has been established for those employees who test positive or are suspected of having COVID-19.
- Employees are provided with the necessary personal protective equipment (masks, gloves, gowns, face shields, and suites).
- Employees are required to clean their work spaces at the beginning and end of their shift.
- Employees are encouraged to wash their uniforms at the department and shower before leaving.
- To the extent possible, no more than one person at a time should be in common areas such as the kitchen.
- Employees are to remain in their offices or at their desks as much as possible. Interoffice communication should be utilized via telephone or email as much as possible. Employees are encouraged to close their office doors.
- Employees required to use a common office work device, or one other than their own should properly disinfect this device immediately before and after using it.

- Social distancing shall be practiced by all employees until further notice. All persons inside of the Public Safety Building will remain at least six feet away from all other individuals at all times.
- Employees are encouraged to wear a mask while in the building common areas and are required to wear a mask on all calls for service.
- Employees continue to receive periodic emotional wellness training.
- Prisoners are to be held and detained only to the minimum extent. Any prisoner who cannot be released and must be detained should be remanded to the Oakland County Sheriff's Office as soon as reasonably safe and possible.

Public Services – Many of the services provided by Beverly Hills Department of Public Services were deemed “essential” and have continued throughout the pandemic. Streets maintenance, trash collection and water and sewer infrastructure have continued as normal or with minimal modifications. Staffing levels for Comeau were reduced for a period to prevent potential contamination of the entire staff but have since returned to normal levels. Grounds maintenance was stopped while commercial landscaping services were halted by the Stay Home Order but have also since resumed.

Scheduled road construction projects have largely been maintained with some being curtailed in terms of scope. A concrete replacement program that was initiated in some residential neighborhoods on the west side of the Village has been resumed, including some previously planned sections along Chelton in the Huntly subdivision. Plans to add additional sections of concrete replacement in the spring of 2002 were stopped. Scheduled repairs to the driveway and parking lots at the Public Safety Building have gone forward.

Most significantly, plans for a complete reconstruction of 13 Mile Rd. from Southfield Rd. To Evergreen Rd. are continuing. This was a large federally funded project with Beverly Hills acting as the lead agency in cooperation with the City of Southfield and the Road Commission for Oakland County (RCOC). Planning and bidding for this project went ahead largely as previously scheduled and construction is scheduled to begin on Monday, June 15th.

The following procedures and protocols will remain in effect for the Department of Public Services until further notice:

- Trash, recycling and yard waste collection shall continue as normal and on the regular schedule. SOCRRA has closed the MRF facility for residential drop off service until further notice. Alternative drop off arrangements have been secured for residents (appendix page 26).
- Parks and Grounds maintenance will continue as needed and will be performed by Comeau equipment. Contractors and other park staff such as Park Rangers will perform some grounds maintenance as necessary.

- Contract services for street sweeping and pavement marking will continue as scheduled.
- Water meter reading, final reads, meter checks and requests for second meters will continue as scheduled and should be scheduled and coordinated with Village staff.
- Water system maintenance and water supply testing will be conducted as scheduled or as required by the Michigan Department of Environment, Great Lakes and Energy (EGLE).
- Residential water samples will be collected by the homeowner or resident and submitted to the Village for testing.

Building and Planning – Beverly Hills Village Hall has been closed to the public since noon on Thursday, March 19th and this closure necessitated changes to building and planning operations for remote administrative tasks, including permit issuance and inspection scheduling. On March 24th, the Governor issued Executive Order 2020-21 which suspended all in-person work that was not essential to life and safety. Subsequently the Village suspended permitting and inspection services, including the rental licensing program, except in circumstances deemed essential for residential properties consistent with the clarifying guidelines provided by the state.

Executive Order 2020-70 lifted restrictions for in-person construction activity effective May 7th provided detailed safety protocols were in effect for workers. Consistent with those orders, the Village resumed remote building and planning services, including the issuance of permits and site plan review, via e-mail, mail, and exterior drop-box. Additionally, the Village resumed in-person inspection services at that time while following the applicable state and local orders in effect, including, but not limited to, use of personal protective equipment and daily health screening of inspectors. All permits issued prior to March 24th which may have expired due to the state ordered restrictions on construction activity will be reinstated through July 31st without penalty.

Since 2016, the Village has contracted with safeBUILT to provide building official and inspection services. As contractors of the Village, the inspectors have been fully compliant with all the protocols in effect for Village staff. Additionally, the Village inspection services conducted in-person at residential and commercial work sites will continue to follow the work place protection orders in effect through applicable state executive orders and local health orders.

While the Village Hall will be re-opening to the public on June 15th, the physical size limitations of the Village Hall and existing social distancing guidelines will require the continued use of remote issuance of permits, scheduling of inspections, and other administrative tasks to the greatest extent possible. Until further notice, the following protocols and guidelines will remain in place for all Village of Beverly Hills building and planning services.

- All activities will be conducted remotely to the fullest extent possible and nonessential visitors are discouraged.
- Permit forms and other application materials, guidelines, fee schedules, etc. are available on the Village website, or can be mailed or faxed upon request.
- Any person applying for a permit should utilize e-mail, mail, or exterior drop-box to submit all application materials and applicable fees whenever possible.
- Any person who requires an inspection should utilize e-mail or phone to request an inspection date, inquire about inspection status, or to reschedule an inspection previously scheduled. Any re-inspection fees due should be submitted via mail or drop-box whenever possible.
- Any person entering the premises to conduct business with the building and planning department shall wear a mask upon entering the building, for the duration of the in-person interaction, and upon exiting the building. Social distancing guidelines will apply to all persons in Village Hall.
- Any meetings that may be needed with Village staff and/or consultants for pre-submittal review or similar will be held via teleconference whenever possible.
- In-person inspections at residential and commercial sites will follow applicable requirements of the state and local orders in effect at time of inspection. Inspectors are subject to daily health screening questionnaires when reporting to work. Prior to entering a site, the inspector will confirm that persons on site are not displaying symptoms of COVID-19. While on the site, the inspectors will utilize PPE for interior and exterior inspections and maintain social distancing to the greatest extent possible.
- Rental registration and licensing program has resumed effective June 15, 2020. Licenses which expired during the state ordered stay at home orders shall renew by July 31, 2020 without penalty. To minimize in-person interactions, landlords and property managers should submit application materials and applicable fees via e-mail, mail, and exterior drop-box whenever possible.
- Interior inspections for rental licensing shall occur upon request. Inspectors are subject to daily health screening questionnaires when reporting to work. Prior to entering a site, the inspector will confirm that persons on site are not displaying symptoms of COVID-19. While on the site, the inspectors will utilize PPE and maintain social distancing to the greatest extent possible.

- Exterior inspections shall be required prior to rental license issuance. Inspectors are subject to daily health screening questionnaires when reporting to work. While on site, the inspectors will utilize PPE and maintain social distancing to the greatest extent possible.

Finance – Village financial operations have continued to be performed with only minor alterations or adjustments. Payroll has continued to be processed on the regular schedule. Accounts Payable has been processed as in office staffing has allowed, but all invoices have been processed on time. The timing of the pandemic and Stay Home Order made the completion of the FY 2020-21 budget a bit more difficult. Nevertheless, the budget document was developed and reviewed with Council at the annual budget workshop held via teleconference. The budget was approved by Council at their second regular meeting in May per the requirements of the Village Charter. Village Staff have been developing and processing budget amendments for Council's review and consideration. Village revenues and expenses have both been impacted by the economic fallout from the pandemic and Stay Home order, necessitating more budget amendments than normal. Until further notice the following procedures and protocols will remain in effect:

- Water Payments can be placed in the drop box in the back of the building to the right of the double doors to drop off your payment or submit payment via mail.
- Late fees on water payments will be waived until June 30th, 2020.
- All other Payments including Building Permit Payments can be placed in the drop box in the back of the building to the right of the double doors to drop off your permit payment or submitted via mail.
- The drop box is checked multiple times a day.
- Invoices may be submitted electronically to AP@villagebeverlyhills.com or mailed to the Village address below, attention AP:

Village of Beverly Hills
18500 W. 13 Mile Road
Beverly Hills, MI 48025

- Anyone with a question or needing assistance with a payment or invoice is encouraged to communicate electronically or via telephone in lieu of coming into the building.

- Payments for utility bills, building and trade permits and other permits and fees may be submitted electronically via the Village website. Information as to what types of payments may be submitted will be placed on the Village website.
- Audit services will be provided by our audit services contractor on a normal schedule as possible. Any in-house audit work will be coordinated with the contractor and cleared by Village Administration. Wearing of masks and social distancing protocols will apply to any audit staff on site.
- Assessing and tax collection for both winter and summer taxes will continue to be performed by Southfield Township.
- Financial reporting to the State of Michigan and Village Council will continue as regularly scheduled.

Clerk – During the COVID-19 pandemic, many of the Clerk Department responsibilities were able to be completed remotely while others that require in-person interaction were temporarily suspended. The website, social media page, and weekly email notifications have continued to be used to share important information throughout the pandemic.

- Garage Sale Permits will resume June 15. Participants should practice social distancing while hosting or attending garage sales.
- In person notary services will resume June 15.
- Passport applications will not be accepted until further notice.
- Solicitor licenses will not be issued until further notice.
- Agendas, packets and minutes from all public meetings will continue to be published and available on the Village website.
- Voter registration and elections will continue to be handled by the Southfield Township Clerk.
- Freedom of Information Act (FOIA) requests will be processed as normal beginning June 15.

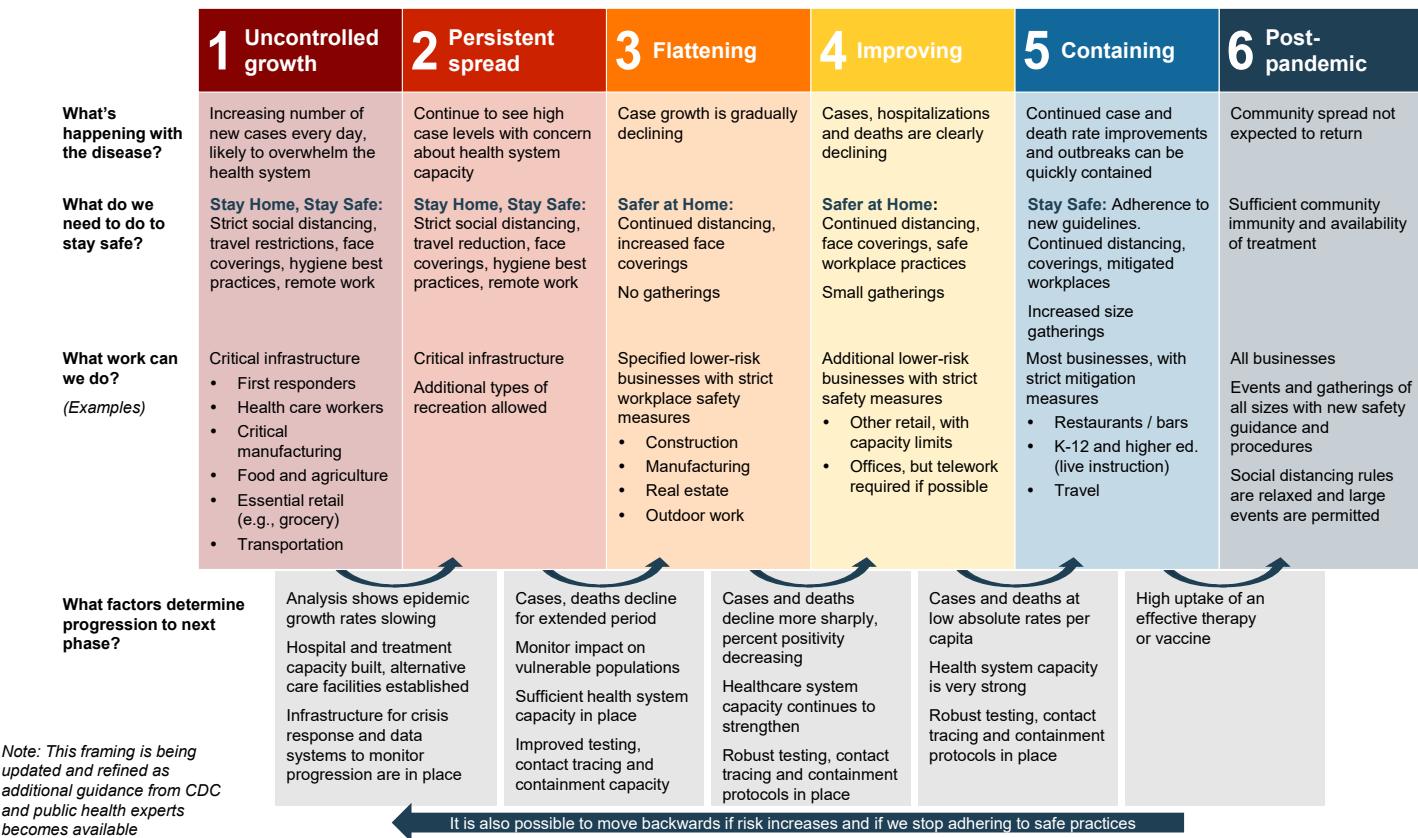
Parks and Recreation – Village Parks have remained open through the pandemic and Stay Home Order, but many services and activities have been curtailed. One of the Village's largest annual events, the Memorial Day Parade and Carnival had to be postponed for 2020. Summer baseball for the Beverly Hills Little League was cancelled. BHLL will attempt to hold a Fall 2020 league if conditions allow. All spring pavilion rentals had to be cancelled. The status of other events and operations are as follows:

- New pavilion reservations for groups of less than 100 will resume in person on June 15.
- Social distancing guidelines must be followed when making the reservation in person and at the pavilion.
- The Parks & Recreation Board meeting will be held at Beverly Park pavilion on June 18.
- Beverly Park playground, disc golf, tennis courts, adult fitness, and ping pong table are open.
- Beverly Park basketball court and volleyball court remain closed until further notice.
- Drinking fountains remain closed until further notice.
- Pavilion bathrooms will reopen on June 12 (two port-a-potties have been on site as well).
 - Hand washing signs will be posted in the bathrooms (attached).
 - Tape will be placed on the bathroom floor marking 6 feet of distance for those using the sinks.
- The June 5th and July 17th Concerts in the Park were cancelled in the interest of public health and safety.
- The June 27 Goat Yoga Event has been postponed.
- Baseball field reservations will resume on June 12.
- Park Rangers resuming work June 12/13. Their priority will be to sanitize the pavilion, bathrooms, picnic tables, and frequently touched surfaces around the parks.
- The Park Opener is resuming work on June 13 and has been instructed to practice social distancing when interacting with guests.
- Signs are posted around the park with health and safety instructions (attached).
- Social distancing guidelines must be followed at the parks.

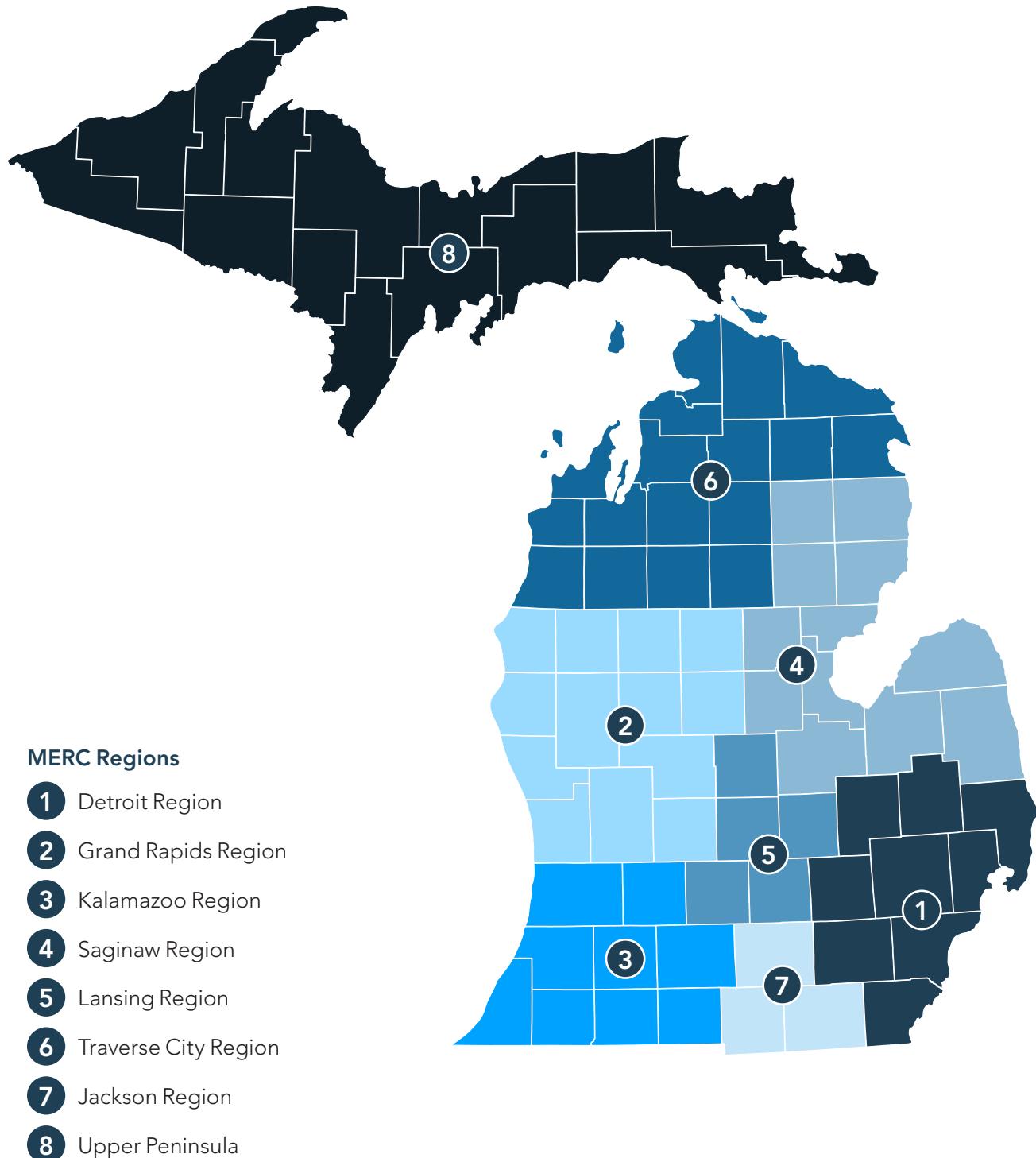
Miscellaneous – The following information is also being included in this guide. As this is a dynamic situation, all the information contained herein could be change. Constant reevaluation of all facilities and operations will occur. If you have any questions regarding any of the information contained in this document or relative to any Village operations during the COVID-19 pandemic, please contact the Village Office.

- The library in the lobby is closed until further notice. Books have been removed from the shelves and put away.
- Council chamber/conference room reservations are closed until further notice.
- Bus routes and schedules for SMART have been adjusted. Residents needing these services are encouraged to visit the SMART website for updates to routes and schedules.
- Residents can pick up yard waste stickers in person beginning June 15 or request that one be mailed to their residence.
- Residents can drop off batteries and used markers in person beginning June 15.
- West Nile Virus prevention items can be picked up in person beginning June 15.
- Two members of the public may enter the lobby at one time. Stickers have been placed on the lobby floor 6 feet apart.
- Signs are posted around Village Hall with health and safety instructions.
- All business that can be conducted via email or over the phone is encouraged.
- All regulations, procedures and protocols relative to the COVID-19 Pandemic, Stay Home Order, all relevant orders from Federal, State or County agencies are subject to reevaluation and change. The Village will do its best to keep the public informed of all relevant changes.

MI SAFE START PLAN



MICHIGAN ECONOMIC RECOVERY COUNCIL REPORTING REGIONS





DO NOT ENTER
THE BUILDING

If you have any of these symptoms:
*Fever *Cough *Difficulty Breathing

In Accordance with Oakland County Health Order,

**PLEASE WEAR FACE COVERING & MAINTAIN SOCIAL
DISTANCING OF AT LEAST 6 FEET**

*****MAXIMUM CAPACITY*****

2 people



DO NOT ENTER
THE BUILDING

If you have any of these symptoms:

*Fever *Cough *Difficulty Breathing

*In Accordance with Oakland County
Health Order,*

**PLEASE WEAR FACE COVERING
& MAINTAIN SOCIAL DISTANCING
OF AT LEAST 6 FEET**

*****MAXIMUM CAPACITY***
2 people**

Village of Beverly Hills

COVID-19 Screening Checklist

Date: Tuesday, June 30, 2020

Name	Time	Experiencing Any Symptoms?				Current Temperature
		Fever	Cough	Reduced Smell & Taste	Shortness of Breath	
CHRIS WILSON		Y / N	Y / N	Y / N	Y / N	
KRISTIN RUTKOWSKI		Y / N	Y / N	Y / N	Y / N	
CARISSA BROWN		Y / N	Y / N	Y / N	Y / N	
CHANDA' SIMMONS		Y / N	Y / N	Y / N	Y / N	
DAN GOSSELIN		Y / N	Y / N	Y / N	Y / N	
ERIN LAPERE		Y / N	Y / N	Y / N	Y / N	
JOHN GIRARD		Y / N	Y / N	Y / N	Y / N	
KARRIE MARSH		Y / N	Y / N	Y / N	Y / N	
PEGGY LINKSWILER		Y / N	Y / N	Y / N	Y / N	
SHEILA MCCARTHY		Y / N	Y / N	Y / N	Y / N	
TOM MESZLER		Y / N	Y / N	Y / N	Y / N	



SOCIAL DISTANCING

What You Need to Know

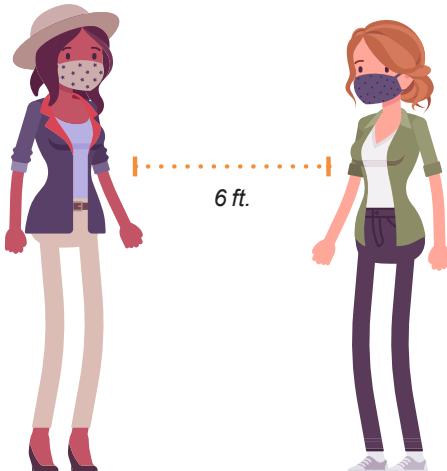


Social distancing means keeping a physical separation from other people. This includes avoiding groups of people and keeping space between yourself and others. It can include larger measures like closing public spaces and canceling group events. It helps protect people from illness, especially those who are more vulnerable. Social distancing limits the spread of disease by lowering the chance of contact with someone with COVID-19.

PRACTICE SOCIAL DISTANCING

EVERYONE SHOULD

- Stay home when sick.
- Cover your mouth and nose with a [cloth face cover](#) when you have to go out in public. Maintain 6 feet between yourself and others. A cloth face cover is not a substitute for social distancing. Wash regularly in the washing machine.
- Keep six (6) feet between yourself and others. Avoid getting together in social groups and gatherings.
- Avoid hugging, high-fives, shaking hands, and sharing cups or eating utensils.
- Use Skype and FaceTime to visit family and friends.
- Use online, curbside, or drive-through services such as banking, groceries, pharmacy and carryout.
- Avoid public places at their busiest times.
- Use good personal hygiene practices whenever you are out in public:
 - Washing your hands often with soap and warm water for 20 seconds, and help young children do the same. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Covering your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve. Immediately throw away used tissues in the trash, then wash hands.
 - Avoiding touching your eyes, nose, and mouth with unwashed hands.
 - Cleaning and disinfecting frequently touched surfaces, such as toys and doorknobs.



BUSINESSES CAN

- Have employees tele-work when possible.
- Modify operations to provide online options.
- Restrict areas where people may gather.
- Limit in-person meetings and use electronic communication methods.
- Assess store layout and modify high traffic areas (i.e. checkout lines, pharmacy counter etc.) to create six (6) feet of space between people:
 - Special store hours for seniors, healthcare workers and first responders to shop.
 - Signage asking people to remain at least 6 feet apart from others.
 - Mark floors of checkout lines with tape for 6 foot spacing between customers.
 - Promote curbside pick-up, delivery and online services.

Learn more about slowing the spread of COVID-19 at <https://bit.ly/3dj7jO4>
For questions call Nurse On Call at 1.800.848.5533 or visit www.oakgov.com/covid

HAND WASHING

What You Need to Know

HAND WASHING STEPS



1. Rub your hands together for at least 20 seconds using warm running water and soap.



2. Wash under fingernails, between fingers, back of hands and wrists.



3. Rinse your hands well under warm running water.



4. Dry your hands completely. In the home, change hand washing towels often.

IN PUBLIC BATHROOMS

- Dry your hands with a single-use paper towel (or with hot air blow dryer).
- If towel dispenser has a handle, be sure to roll the paper down before you wash your hands. This helps to ensure that you will not pick up new germs from the handle.
- For hand-held faucets, turn off water using a paper towel instead of bare hands so you will not pick up new germs on your clean hands.
- Open the bathroom door with the same paper towel.

ALWAYS PRACTICE HEALTHY HABITS

- Cover your mouth and nose with a tissue when sneezing or coughing, or cough/sneeze into your upper sleeve. Immediately throw away used tissues, then wash hands.
- Teach and show children how to wash hands correctly.

WHEN TO WASH HANDS

Wash hands after:

- Coughing, sneezing, or touching objects and surfaces. You can also use hand sanitizer with at least 60% alcohol
- Using the bathroom or helping a child use the bathroom
- Changing a diaper; wash the child's hands too
- Handling items soiled with body fluids or wastes such as blood, drool, urine, stool, or discharge from nose or eyes
- Arriving home from day care, friend's home, outing, or school
- Cleaning up messes
- Handling a sick child
- Touching an animal or pet

Wash hands before:

- Preparing or serving food
- Eating or drinking

THE MOST IMPORTANT THING YOU CAN DO TO PREVENT THE SPREAD OF ILLNESS IS WASH YOUR HANDS OFTEN

Washing hands is more effective than hand sanitizer.

**TEMPORARY MUTUAL AGREEMENT
FOR FIRE AND POLICE DEPARTMENT SERVICES
BETWEEN
THE CITY OF BIRMINGHAM AND THE VILLAGE OF BEYERLY HILLS**

THIS AGREEMENT, made and entered into this 30 of March, 2020, by and between the **CITY OF BIRMINGHAM**, a Michigan Municipal Corporation located at 151 Martin Street, Birmingham, Michigan, hereinafter referred to as the **CITY**, and the **VILLAGE OF BEVERLY HILLS**, located at 18600 W. 13 Mile Road, Beverly Hills, MI 48025, hereinafter referred to as the **VILLAGE**.

WITNESSETH:

The Intergovernmental Contract Act, MCLA §123.1 et seq. and Emergency Management Act 390 of 1976, MCLA §30.401 et seq., provide that a municipal corporation shall have power to join with any other municipal corporation, by contract, or otherwise as may be permitted by law, for the operation or performance of any service which each would have the power to provide; and,

WHEREAS, the VILLAGE would like to utilize the Birmingham Fire and Police Departments' services throughout all geographic portions of the Village; and,

WHEREAS, the VILLAGE will assign a PSO Officer to that CITY who will be assigned each day to a fire apparatus allowing a Birmingham Paramedic/Firefighter to staff an additional Advanced Life Support Rescue.

WHEREAS, the CITY is willing to provide the VILLAGE the CITY's aforementioned services in accordance with the terms and conditions hereinafter set forth, for the considerations hereinafter expressed.

NOW, THEREFORE, for and in consideration of the mutual undertakings of the parties hereto, all as hereinafter set forth, it is agreed by and between the parties as follows:

1. The CITY shall provide the VILLAGE with police, fire and ambulance services, wrecker dispatch services shown in attached Exhibit A.
2. The term of this Agreement shall commence upon execution and continue for the duration of Executive Order 2020-21 and any extensions thereto.
3. This Agreement shall be governed by, performed, interpreted and enforced in accordance with the laws of the State of Michigan. The VILLAGE agrees to use the City's personnel as provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.

4. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

5. Each party shall make available without cost to the other party such personnel as set forth in Exhibit A who will actively participate in incidents if assistance is requested. Personnel shall remain at all times employees of the party providing them and shall continue to be solely in that party's benefit system including wages, pension, seniority, sick leave, vacation, health and welfare, longevity, and other benefits, if applicable.

6. Each party shall make available without cost to the other party such equipment and personnel as set forth in Exhibit A.

7. Each party shall be responsible for the acts and/or omissions of its own employees, officers and/or agents, the costs associated with those acts and/or omissions, and for their own defense of those acts/omissions.

8. The CITY and VILLAGE will add each other as an additional party insured on their liability insurance.

9. This Agreement and its incorporated Exhibit "A" constitute the entire Agreement for Services between the CITY and the VILLAGE.

10. If any breach is caused by either CITY or VILLAGE, written notice shall be given by the party believing a breach has occurred by regular mail and a representative of the CITY and VILLAGE Public Safety Department will meet within seven (7) days after receipt of notice to cure the alleged breach in question.

11. The CITY and VILLAGE have a long shared history of cooperation and each party pledges its best efforts to provide the same level of service to the VILLAGE.

12. This Agreement may be modified only by the written agreement of both the CITY and the VILLAGE.

13. The CITY and VILLAGE have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The person signing this agreement on behalf of each municipality have legal authority to sign this Agreement and bind the parties to the terms and conditions contained herein.

14. Notices shall be given to:

- a. City of Birmingham Fire Department
572 S Adams Rd
Birmingham, MI 48009
Attention: Paul Wells, Fire Chief

b. City of Birmingham Police Department
151 Martin Street
P.O. Box 3001
Birmingham, MI 48012
Attention: Mark H. Clemence, Police Chief

With copies to:

Timothy J. Currier, City Attorney
Beier Howlett, P.C.
3001 W. Big Beaver Rd., Ste. 200
Birmingham, MI 48084

c. Village of Beverly Hills
18600 W. 13 Mile Road
Beverly Hills, MI 48025

Attention: Chris D. Wilson, Village Manager

With copies to:

Thomas J. Ryan, Village Attorney
Thomas J. Ryan, P.C.
2055 Orchard Lake Road
Sylvan Lake, MI 48329

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

WITNESS:

CITY OF BIRMINGHAM, A Michigan Municipal Corporation

By: Paul Wells
Paul Wells, Emergency Coordinator

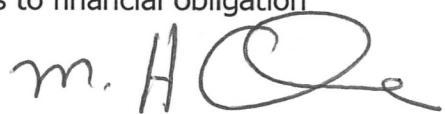


VILLAGE OF BEVERLY HILLS

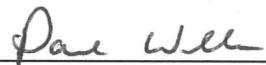
By: Chris D. Wilson
Chris D. Wilson, Village Manager and
Director of Emergency Services Forces



Mark Gerber, Finance Director
as to financial obligation



Chief Mark H. Clemence
as to substance



Paul Wells, Fire Chief and
Emergency Coordinator
as to substance

APPROVALS:



Joseph A. Valentine, City Manager
as to substance



Timothy J. Currier, City Attorney
as to form

EXHIBIT "A"
SCOPE OF SERVICES

- Each day a Beverly Hills PSO Officer will be assigned to the Birmingham Fire Department. They will report to the Fire Department and shall not carry firearms.
- The Beverly Hills PSO Officer will be assigned to a fire apparatus allowing a Birmingham Paramedic/Firefighter to staff an additional Advanced Life Support Rescue.
- The Birmingham Fire Department will, in return, provide an Automatic Fire Response Aid to Beverly Hills with a minimum of one Fire Apparatus (Engine or Ladder) with three (3) personnel.
- The Birmingham Fire Department will provide Advanced Life Support transporting services to the Village of Beverly Hills, second to Alliance. Alliance will be notified first for all medical calls before Birmingham Fire. If Alliance is delayed to respond, or unavailable to respond to a medical call, the Birmingham Fire Department will respond with an Advanced Life Support Unit.
- The Birmingham Police Department will continue to fill-in any law enforcement shortfalls by responding from the City of Birmingham to the Village of Beverly Hills.



Berkley • Beverly Hills • Birmingham • Clawson • Ferndale • Hazel Park • Huntington Woods • Lathrup Village • Oak Park • Pleasant Ridge • Royal Oak • Troy

ALTERNATIVES AVAILABLE JUNE 1ST TO SOCRRRA RESIDENTS FREE OF CHARGE – SOCRRRA is still CLOSED for these services!

ERG Environmental Services Phone: 734-437-9650

Electronics Recycling and Household Hazardous Waste Disposal (computers, TVs, cell phones, VCRs, video equipment, paint, household cleaners, medications, sharps, auto fluids, pesticides, etc. – visit www.socrra.org for a complete list)

- Location: 13040 Merriman Road, Livonia (Use visitor entrance, enter off Industrial Road)
- Hours: M, W, F 9AM – 5PM and T, TH 9AM – 7PM
- Must have ID showing residency from a SOCRRRA community, Bingham Farms, the City of Bloomfield Hills or Franklin Village or **printed** paper voucher for Rochester and Rochester Hills residents -- purchase from city
- Ring doorbell and RETURN TO YOUR CAR. Attendant with PPE will unload your items

eCycle Opportunities (JVS facility) Phone: 248-233-4477

Electronics Recycling ONLY (computers, TVs, cell phones, VCRs, video equipment, etc. – visit www.socrra.org for a complete list)

- Location: 29699 Southfield Road, Southfield – part of the JVS building
- Hours: M – F 8AM – 4PM
- Must be resident of a SOCRRRA community, Bingham Farms, the City of Bloomfield Hills or Franklin Village or bring **printed** paper voucher for Rochester and Rochester Hills residents -- purchase from city
- Go to warehouse door on south side of building (next to Arby's), place electronics in bin or on ground if they are large. Ring doorbell for assistance with heavy items

GFL Recycling Phone: 248-541-4020

Drop-off Paper Shredding and Cardboard/Paper and Scrap Metal Recycling

- Location: 414 E. Hudson, Royal Oak
- Hours: M – F 7AM – 4PM
- Procedure: **MASKS ARE REQUIRED**
 - Shredding – main building entrance; NOT self-service – leave papers with attendant
 - Cardboard/Paper and Scrap Metal recycling -- drive into truck entrance; open top dumpsters to self-unload

SOCRRA's main function is to provide and manage the CURBSIDE collection of trash, recycling and yard waste in our 12 SOCRRRA communities and we remain open and fully functional for these ESSENTIAL services.

We are assessing if/when we will reopen for the other SUPPLEMENTAL services we have provided in the past. Please be patient while we determine the safest solutions for our staff and the people who use our services.