

Week of March 16, 2020 – Friday Memo

Good afternoon. This is the City Manager's week in review.

COVID 19 – The majority of my week has been focused on the virus and emergency preparations. There are no reported cases in Allegan County as of this writing. I made contact with the Allegan County Health Officer today (Friday) and she said we're doing relatively well in the County. Allegan County Health Officials have good processes in place. She is closely monitoring the modeling nationwide of the virus progression. The reported number of cases jumped to 549 today, up from 334 on Thursday. Three deaths in the state have been reported. Follow the Allegan County Health Department Facebook page for up to date information.

On Monday, I attended an emergency management webinar conducted by the Allegan County Emergency Management Department in conjunction with the Allegan County Health Department to go over the County's response to the COVID-19 crisis.

COVID-19 Information and Resources – Following a meeting with community stakeholders on Monday, I worked with the Mayor to develop a "COVID-19 Official Local Information and Resources" page that summarizes the current situation, provides information about symptoms, provides information about the governor's executive orders, builds a list of community resources, provides links for additional information, and has links to sign up for volunteer opportunities. The updated version of the document is attached. I'm working on developing a one-page flier with the information contained in the "COVID-19 Official Local Information and Resources" document.

Committee of the Whole – This month's committee of the whole discussion was a refresher on parliamentary procedures / Roberts rules of order, ethics, and code of conduct for elected officials.

Closure of Public Buildings – On Wednesday, City Hall and the Department of Public Works closed their doors to the public to ensure the continuity of government and protect municipal employee's health. Citizens may interact with the City by phone or email or may make an appointment to meet with staff. DPW has placed an information board outdoors at City Hall for community news to be posted. We also will continue to use our website, Facebook page, and constant contact to get information out to the public.

Erosion – I attended an Emergency Management meeting regarding flooding and erosion on Monday. On Friday, I drove to the river and documented the high water under the bridge and noted the water's proximity to the electrical panel for the bridge lighting and also to the sewer lift station.

Police Cruiser – At Monday's City Council meeting, budgeted funds were approved to purchase the vehicle that had been on order for some time. Thursday the new police cruiser was delivered.

Douglas Beach Access – DPW was attempting to work on repairs to the Douglas Beach access this week, however, delivery of materials to make the necessary repairs are a few weeks out because of the COVID-19 restrictions employers are putting into place.

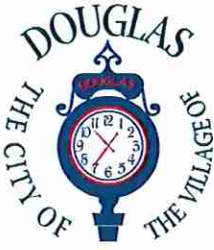
Buoys – DPW was prepping the navigation buoys for installation this week.

Energy Efficiency – The Deputy City Clerk is gathering information for an energy efficiency review of City owned facilities.

Upcoming Events – Events are cancelled.

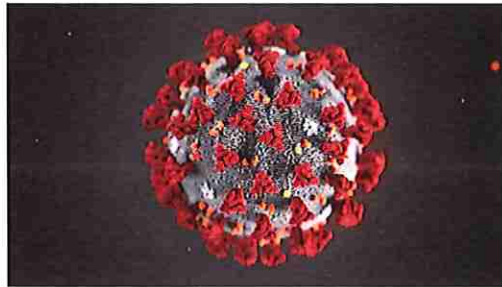
That's all I have for now.

Rich LaBombard
City Manager



The Village of Friendliness – Since 1870

COVID-19 Official Local Information & Resources



INTRODUCTION:

In an effort to be proactive about the needs of the Douglas community, and particularly those who are defined as vulnerable populations, this information and resource page has been developed to provide information about the resources available during the COVID-19 crisis.

Vulnerable populations are people who are at a higher risk of getting very sick from the COVID-19 virus and includes:

- Older adults – Age 60 and above
- People who have serious chronic medical conditions such as:
 - Heart disease
 - Diabetes
 - Lung disease

To sign up to be a community volunteer, visit www.sdvolunteers.com

CURRENT SITUATION:

As of Monday, March 16, there are no confirmed cases in Allegan County. There are 11 persons under investigation (PUI). Three PUI have tested negative and eight PUI are pending. The County Health Department is holding routine meetings with community leaders to update and inform about the rapidly developing situation.

Number of Cases Statewide:

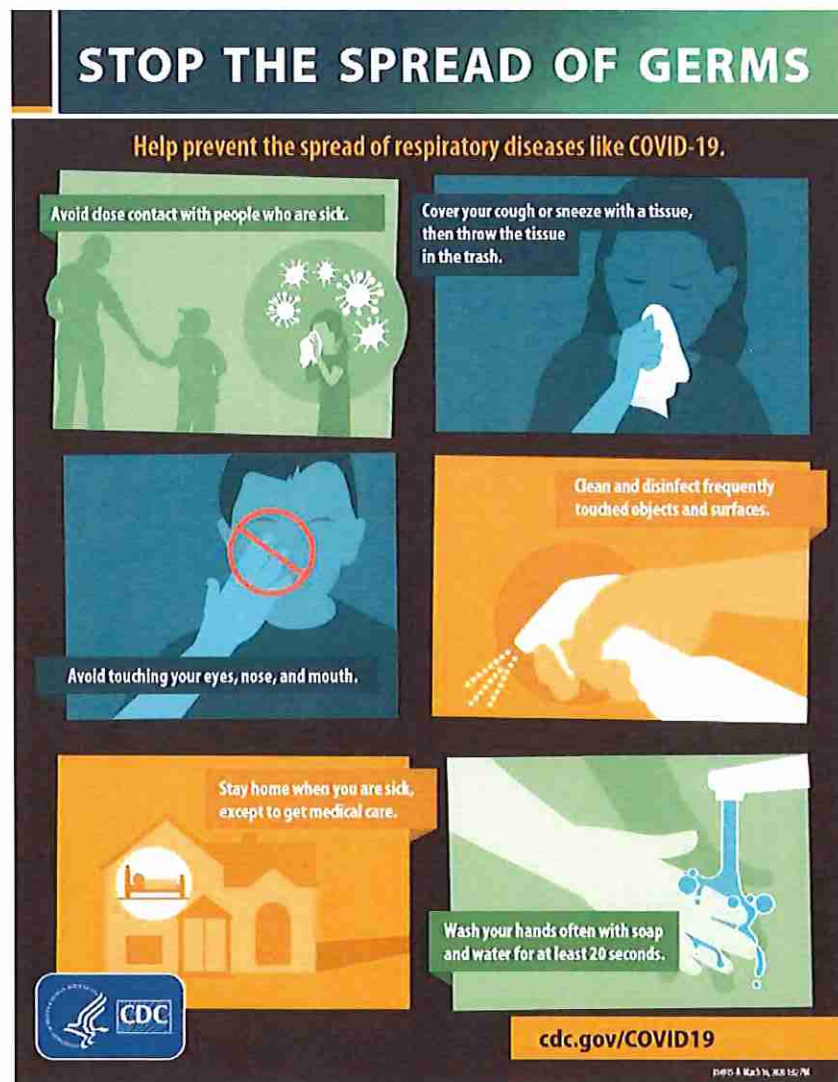
- As reported Thursday (3-20) – 334 confirmed cases and 3 deaths.

KNOW THE SIGNS AND SYMPTOMS:

The Centers for Disease Control and Prevention recommend people watch for symptoms and emergency warning signs of COVID-19:

- Pay attention for potential symptoms including, **fever, cough, and shortness of breath**. If you feel like you are developing symptoms, call your doctor.
- If you develop emergency warning signs, get medical attention immediately. In adults, emergency warning signs*:
 - Difficulty breathing or shortness of breath
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.





COVID-19 HOTLINES:

- Allegan County Health Department Hotline – Hotline staffed 8 am to 8 pm. Call **269-686-4546**.
- Michigan Department of Health and Human Services announced the launch of a statewide hotline to respond to health-related questions about the coronavirus. The hotline will be open seven days a week from 8 am to 5 pm at **1-888-535-6136**.
- Holland Hospital Corona Virus Hotline - A free COVID-19 Screening Hotline is available from 7 am - 7 pm every day to evaluate symptoms or address concerns about possible exposure. Please call **(616) 394-2080** to speak with a nurse.
- Spectrum Health COVID-19 Hotline - A free phone screening service is being offered 24 hours a day, 7 days a week to people in the state of Michigan. Please call (616) 391-2380.

CITY GOVERNMENT:

To distribute information quickly to the public, the City of Douglas will utilize its various social media platforms (website, Facebook and constant contact) to share updated information. The City webpage is located at www.ci.douglas.mi.us. The City's Facebook page is "*The City of the Village of Douglas*". To get updates delivered to your e-mail, please sign up for constant contact. To sign up, visit www.ci.douglas.mi.us and click on "sign up for our mailing list" near the bottom of the home page.

Beginning Wednesday March 18, 2020, Douglas City Hall and the Department of Public Works facilities are temporarily restricting the public from entering the facilities to ensure the safety of employees and the continuity of government services. You may contact the City of Douglas by phone **269-857-1438** or by e-mail at douglas@ci.douglas.mi.us. Phones will be staffed during normal business hours (8-4:30). After business hours, you may contact Mayor Pat Lion at 269-857-2637 or 616-990-3076 or the City Clerk, Pam Aalderink, may also be reached after hours by calling 616-941-3221.

NEWS AND STATE UPDATES:

- On Tuesday, March 10, 2020, Michigan's Governor Whitmer declared a state of emergency as the state's first positive cases of COVID-19 were identified. The emergency declaration enables the state to quickly deploy resources to local jurisdictions to support their response efforts in combatting the spread of COVID-19. The declaration places Michigan at a heightened state of preparedness for response. All Michiganders are encouraged to follow the recommendations from the Michigan Department of Health and Human Services and the Centers for Disease Control to protect themselves and slow the spread of COVID-19.
- Visit www.Michigan.gov and click the link titled "Michigan Coronavirus Disease 2019 (COVID-19) Response" to find out what Michigan is doing and learn more about community mitigation strategies. Viewers may also use the link to subscribe to news and updates.

GOVERNOR EXECUTIVE ORDERS:

- **Restrict Non-essential Medical and Dental Procedures** – Effective March 21, 2020, all hospitals, outpatient facilities and dental facilities must implement a plan to temporarily postpone all non-essential procedures. A non-essential procedure means a medical or dental procedure that is not necessary to address a medical emergency or preserve the health and safety of the patient. Elective, cosmetic, bariatric medical treatments, and aesthetic, routine dental hygiene and orthodontic procedures must be postponed with some exceptions. *Executive Order No. 2020-17, March 17, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522451--,00.html
- **Expanding Child Care Access** – Effective immediately and continuing through April 15, 2020, in order to respond effectively to the urgent and steep demands created by this emergency, providers of health care, emergency medical services, law enforcement, and other essential services require child care services for their children, particularly when schools are closed. The general public needs expanded access to child care during this emergency as well. Meeting this critical need requires swiftly but safely expanding access to child care services. To that end, it is reasonable and necessary to provide temporary and limited relief from certain regulatory restrictions regarding child care services, and to facilitate the use of certain property for those services. *Executive Order No. 2020-16, March 17, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522172--,00.html
- **Public Meetings** – Effective immediately and continuing until April 15, 2020, the governor is temporarily suspending rules and procedures relating to physical presence at public meetings and hearings of public bodies and other governmental entities in Michigan. Public bodies and entities must continue to conduct public business during the emergency and the general public must be able to continue to participate in government decision-making without compromising public health, safety, and welfare. Therefore, meetings of public bodies may be held electronically (i.e. telephone conference or video conference) in a manner in which the general public and members of the public body may participate by electronic means and two-way communication. *Executive Order No. 2020-15, March 18, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522173--,00.html
- **Hospitals** – Executive order to temporarily lift regulatory requirements on hospitals and care facilities and help ensure an adequate number of health care providers are available to patients during the spread of COVID-19. Effective immediately and until Wednesday, April 15, the order grants LARA and DHHS authority to waive or defer certain requirements in order to expedite the process of bringing additional care facilities online during the emergency and empowers LARA to ensure adequate supply of care providers during the emergency by granting the department additional flexibility in its decisions about licensing, registration, and workflow requirements. *Executive Order No. 2020-13, March 17, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522016--,00.html
- **Seasonal Load Restrictions** – Effective immediately and through April 13, 2020, all state and local seasonal load restrictions are suspended for deliveries that meet immediate needs for medical supplies and equipment; community safety, sanitation supplies and equipment; food for emergency restocking of stores; temporary housing, quarantine and isolation facilities; persons designated for medical, isolation and quarantine purposes; persons providing medical and emergency services. *Executive Order No. 2020-12, March 17, 2020.* https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521893--,00.html
- **Prohibit Large Assemblages** – This order changes the temporary restrictions imposed on events and assemblages by Executive Order 2020-5, in light of the most recent guidance from the Centers for Disease

Control and Prevention. This order continues to permit certain assemblages and events, these assemblages and events should only occur as necessary and in adherence with the measures needed to mitigate transmission of COVID-19 (social distancing, hand washing, limited face to face contact). Continuing through April 5, 2020, all assemblages of more than 50 people in a single indoor shared space and all events of more than 50 people are prohibited. Executive Order No. 2020-11, March 17, 2020.

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521890--,00.html

- **Dine In services** - Gov. Gretchen Whitmer will order all bars and restaurants in the state of Michigan to shut down their dine-in services in response to the coronavirus COVID-19 outbreak. The shutdown will go into effect starting at 3 pm Monday, March 16, 2020. *Executive Order No. 2020-9, March 16, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521789--,00.html
- **Price Gouging** - Beginning March 16, 2020 at 9:00 am and continuing until April 13, 2020 at 11:59 pm, if a person has acquired any product from a retailer, the person must not resell that product in this state at a price that is grossly in excess of the purchase price at which the person acquired the product that is more than 20 percent higher than what is routinely charged. *Executive Order No. 2020-8, March 15, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521701--,00.html
- **Temporary Entry Restriction** - Effective immediately and continuing through April 5, 2020 at 5:00 pm, all health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities must prohibit from entering their facilities any visitors and any individual exhibiting symptoms. *Executive Order No 2020-7, March 14, 2020.* https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521697--,00.html
- **Rescinded 3-17-2020 - School Closings** – Governor Whitmer announced the closure of all Michigan K-12 schools, including public, private and boarding schools. Schools are closed as of Monday, March 16, 2020 until Monday April 6, 2020. *Executive Order No. 2020-5, March 13, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521595--,00.html
- **Rescinded 3-17-2020 – Limited gatherings** – The State of Michigan has banned gatherings of 250 people or more. Furthermore, the CDC issued new recommendations late Sunday, saying that gatherings of 50 or more people should not take place in the U.S. for the next eight weeks. The recommendation does not apply to businesses or schools. *Executive Order No. 2020-5, March 13, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521595--,00.html
- **Open Meetings** - Open meetings Act recommending postponing public meetings and/or agenda items that may be deferred until a later time. *Executive Directive No. 2020-2, March 13, 2020.*
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90704-521677--,00.html
- **State of Emergency** – The governor declared a statewide State of Emergency. *Executive Order No. 2020-4, March 10, 2020.* https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-521576--,00.html

CONSUMERS ENERGY:

Consumers Energy is suspending shut offs for non-pay, low income and senior customers starting March 16 thru April 5. <https://www.consumersenergy.com/>

- Shutoffs for non-pay for low-income customers shall be suspended beginning on March 16, 2020 through April 5, 2020. Note timeframes could be adjusted depending on the spread and severity of the Covid-19 virus.
- Senior citizens and qualified low-income customers already enrolled in our Winter Protection Program have had their end dates extended through May 3, 2020, without any additional actions required on their part. This will ensure that our most vulnerable customers have the services they need during this state of emergency. All shut-off notices will be withheld to prevent any additional stress for these customers.
- Modified current medical hold policy to cover those infected or quarantined by either the COVID-19 or Influenza virus. Impacted customers will be eligible for a 30-day medical hold.

FIRE DEPARTMENT:

Non-emergency 269-857-3000. The Fire Department can make themselves available on a limited basis if something needs delivered. <https://www.saugatuckfire.org/>

FOOD AND RESOURCES:

Several local organizations are organizing food drives and working out a collection and distribution system.

- Douglas United Church of Christ – 56 Wall Street, Douglas, <https://www.douglasucc.org/about-douglas-ucc.html> or contact Julie Ridl at julie@douglasucc.org
- Douglas Police Department – 47 W. Center Street – Drop off non-perishable food in the red Humvee
- Saugatuck Township Fire Department – 3342 Blue Star Highway, Saugatuck – Drop off non-perishable food in the foyer.
- Christian Neighbors – 100 S. Peter’s Drive, Douglas, <https://christianneighborsindouglasmi.weebly.com/> or contact JoAnn DeJonge at jtdejonge@gmail.com.
- Children’s First Lakeshore – Supplemental food available for children under 18 through school district. FeedingtheGap.com Contact Mike Mora (269) 857-1492
- Feed the Need, Allegan County Resources, <https://www.facebook.com/groups/886253631847481/> Connects Allegan County resources to individuals in need.

LIBRARY SERVICES:

The Saugatuck Douglas District Library is closed until March 30th. Public Wi-Fi is available outside the library during the closure for those needing internet access. www.sdlibrary.org
Saugatuck-Douglas District Library card holders with access to WI-FI can borrow digital materials on their personal devices. Visit www.sdlibrary.org to get started.

The outdoor book drop is locked and will not be accepting returns. Please keep all library materials until the library re-opens. Late fees will not be charged.
Materials on the hold shelf will be available for patrons to check out when the library reopens. No new holds will be processed while the facility is closed.

PHARMACY:

Saugatuck Drug Store (269-857-2300) has a walk-up window available and also offer a delivery service. Non-narcotic delivery can be arranged through Interurban Transit Authority.

Family Fare Pharmacy in Holland (616-392-7504) offers delivery of service for prescriptions drugs upon request. Pharmacy hours Monday-Friday are 8 am to 8 pm, Saturday 9 am to 5 pm, and Sunday 10 am to 4 pm.

POST OFFICE:

Mail can be picked up by volunteers, but a post office box key needs to be provided by the owner directly to the volunteer.

PUBLIC SAFETY:

For emergencies, contact [9-11](tel:911). Allegan Co Central Dispatch Non-Emergency: 269-673-3899

The Douglas Police Department non-emergency phone number is 269-857-4339. Residents are encouraged to maintain phone contact with their neighbors, particularly those who are considered to be the vulnerable population. Residents may request a safety/welfare check if they are concerned about neighbor's wellbeing. The Douglas Police Department is here to assist you. Douglas Police Officers will continue to be on duty 24 hours a day, 7 days a week. Again, if you have any concerns about a neighbor or someone who lives in our community please give us a call and we can do a welfare check on that person.

The Douglas Police Department will be a drop off location for nonperishable food items and personal hygiene products/toiletries. You may drop them off 24/7 to the Humvee parked outside the Police Department on Center Street.

SCHOOLS AND STUDENTS:

- **School Breakfast & Lunches** - Saugatuck Public Schools will be delivering school breakfast and lunch to qualifying families prepared by food service workers and delivered by bus drivers and support staff. The Saugatuck Center for the Arts and Old Schoolhouse will serve as pick up sites for breakfast and lunch foods for any family in need of meals for their children. The weekend meal program provided by Children First Lakeshore will also continue and will be delivered by SPS employees. Delivery routes are being developed.

The Schools plan to deliver the first meals on Tuesday. The school appreciates all of our community partners who are stepping up to care for our kids. Many community members have asked how they can help. Donations to Children First Lakeshore or Christian Neighbors will help fill the food gap for our families.

School offices will continue to be staffed during this extended closure. Any families in need of food or other supplies during this time can contact their child's school or central office. DES: 857-2139 SMS & SHS: 857-2133 and Central Office: 857-1444

- **Day Care** – Possible guidance coming forward from Governor for child care for police, fire and healthcare workers.
- **Wi-Fi Access** – Students and individuals needed wi-fi access may obtain public access at the school parking lot.

TRANSPORTATION:

- **Interurban Transit Authority** – Phone **269-857-1418**. Interurban is asking vulnerable population to limit trips to only necessary travel. There are no limits on ridership, but are providing sanitizer and Lysol on the buses. Interurban has been in contact with Christian Neighbors about delivering food to seniors. Cow Hill donates to distribute free passes to the community and any unused fare balances can be donated. Interurban has a prescription delivery service for \$2.00. Only some prescriptions can be picked up. Passenger has to pay for the script.

VOLUNTEERING:

- Christian Neighbors headquartered in St. Peter's Catholic Parish has their normal volunteer staff to assist with anyone quarantined in the area and advised they could mobilize additional volunteers through their network of area Churches if the need arises. Potential volunteer needs are: Food shopping, prescription pickups, transportation, mail pick up.
- Douglas United Church of Christ has prepared a website to sign up for volunteer duties. The website is www.sdvunteers.com. Julie Ridl will be the volunteer central point of contact. You can e-mail Julie at julie@douglasucc.org.