



Good Afternoon Everyone.

This is the City Manager's week in review for the week of November 20, 2020.

**COVID** – Most of my week has been spent on the Public Health Emergency Order issued on November 15<sup>th</sup> which mandated employees who are able to work from home do so. Specifically, the guidance mandates that employers prohibit in-person work for employees to the extent that their work activities can feasibly be completed remotely. The shutdown of City Hall for the anticipated next three weeks was coordinated with the neighboring communities so that we provided a consistent message to the greater community.

For the public information piece, City staff revised the "Local Information and Resources" page (attached) and it is being printed on the reverse of the tax bills that are currently being prepared and sent to all residents.

For city personnel, I've developed a health screening tool for staff that will have to be completed on a daily basis per MIOSA Emergency Rules. Still to be completed is a COVID Preparedness and Response plan to meet the requirements of MIOSHA. I continue to monitor the Allegan County Health Department sites for additional guidance and have distributed important workplace information to each of the three key municipal facilities about the ongoing COVID crisis.

Mutual Aid is a topic for this coming winter road maintenance activities in the face of COVID. I'm having initial conversations with other local government units to have a mutual aid agreement in place in the event COVID forces DPW plow operators off the job while winter plowing, salting and road maintenance need to be completed. I'll provide more information as this topic develops. I'm trying to get prepared for the worst-case scenario.

**Beach Revetment** – City Council had a workshop this week to discuss the beach revetment project. Edgewater Resources of St. Joseph proposed a sandbag solution to retain the bluff for the next several years while a long term solution is engineered that would have the benefit of capturing and building a sand beach to act as a protective buffer. The City Council has a special meeting scheduled for Monday, November 23<sup>rd</sup> to review proposals from qualified vendors and receive a recommendation from Edgewater.

**Holiday Decoration** – Councilman Seabert and his volunteer are wrapping up the downtown tree lighting project. The exterior of City Hall is looking festive. DPW has installed holiday wreaths and banners and are assisting with wrapping lights on the large tree at Beery Field. The lighting event is scheduled for November 28 (Saturday) at 6:00 p.m.

**Leaf Pickup** – The annual leaf pickup project is winding down a bit. DPW crews, with the assistance of a vendor, have been working steadily to remove leaves. The lack of rain has assisted the process.

**Water Main Project** – The last of the water main work is being completed. All three road segments have been resurfaced. All the lead and galvanized services that were found during the project have been replaced in compliance with the State's lead service rules. The inventory of the services lines on this project were counted toward our requirement to inventory five percent of the services every year for the next 20 years.

**Building Team** – The building team met this week to discuss the scope of work for the vendor to begin pricing out options of how to blend City Hall and the Police Department into one facility. We expect to have another discussion next week to further review and refine the scope of work to be provided to the vendor. The result of the study will provide information to City Council on a variety of options to achieve the goal of blending departments into one building.

**Internship** – City staff have been working on developing a job description for an intern position for the next calendar year. An intern would be assigned to several projects during the course of their tenure and would participate in public meetings. The internship is good exposure to future leaders in a professional field that is rapidly depleting as more municipal professionals retire.

**Blue Star Highway Sign** – After receiving complaints and hearing of multiple on-line posts about the flashing sign at the Blue Star Bridge at Main Street, I have directed the DPW to remove the sign and the flashers. Many safety improvements have been made to the segment of road between Main and Center over the past year to improve awareness and safety of motorists, cyclists, and walkers. Unfortunately, the message intended by the sign did not meet the intended purpose and detracted from the other good improvements made to the segment of road.

That is all I have for now. Have a great weekend.

Rich LaBombard  
City Manager



# COVID-19 LOCAL INFORMATION & RESOURCES

On Sunday, November 15, 2020, the Michigan Department of Health and Human Services (MDHHS) issued Emergency Orders titled "Gatherings and Face Mask Orders" that prohibit most indoor gatherings and places significant restrictions on in-person office operations. Due to these restrictions and out of an abundance of caution, the Douglas City Hall will be closed temporarily starting Wednesday, November 18, 2020 to reduce the exposure risk to the community and City staff. Douglas Police and Douglas Department of Public Works employees will continue to work on-site following guidance established by the Michigan Occupational Safety and Health Administration. The order is anticipated to last three weeks through December 8, 2020 but could be extended into 2021.

While our methods of interacting with the citizens of Douglas will rely heavily on phone and e-mail communication, our commitment to the residents of Douglas remains steadfast. During this time, all customer service requests will be handled by phone or email correspondence. Please contact City Hall at 269-857-1438 or by email at [info@ci.douglas.mi.us](mailto:info@ci.douglas.mi.us) for service. Staff will be available to assist you during normal business hours from 8:00 a.m. to 4:30 p.m. The Douglas Police Department non-emergency number is 269-857-4339. The Saugatuck Township Fire Department non-emergency number is 269-857-3000. For any emergencies call 911. Mail can be picked up at the Post Office by volunteers, but the key needs to be provided directly by the box owner to the volunteer.

This is an unprecedented public health situation that continues to evolve. The City will continue to evaluate options for office operations and public meetings as we receive additional information and further guidance from federal, state and local officials. Please visit [www.ci.douglas.mi.us](http://www.ci.douglas.mi.us) for updates.

**For tax payments we ask that you make payments by mail or place in the black drop box located in front of City Hall. If you need or want a receipt please provide us with your email address or enclose a self addressed, stamped envelope.**

## IMPORTANT LINKS

- Centers for Disease Control – [www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html)
- State of Michigan – [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)
- Allegan County Health Department – [www.cms.allegancounty.org/sites/office/health/sitespages/home.aspx](http://www.cms.allegancounty.org/sites/office/health/sitespages/home.aspx)
- ACHD Dashboard - <http://alleganco.maps.arcgis.com/apps/opsdashboard/index.html#/c05e1ec6222944748968f351273b3d41>
- MI Safe Start Map - [Mistartmap.info](http://Mistartmap.info)

## PREVENT THE SPREAD

- Wear a face covering
- Stay at home if you're sick
- Wash your hands frequently
- Clean & disinfect surfaces often
- Avoid gatherings and practice social distancing
  - Keep 6 feet between people
  - Use curbside pickup
  - Use on-line and drive-thru services
  - Avoid public places during busy hours

## KNOW YOUR SYMPTOMS

COVID-19 has a long incubation period and presents itself with a variety of symptoms or no symptoms at all.

- Are you experiencing any cough?
- Do you have a fever?
- Any difficulty breathing?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

If the answer is Yes to any of the questions, contact a medical professional.

## IF YOU TEST POSITIVE FOR COVID-19

- Start isolating yourself right away
  - Isolate yourself except to seek medical care
  - Let your employer know you have tested positive
- Notify your close contacts
  - Close contacts are those who were within 6 feet for more than 15 minutes total in a 24 hour period when the person was contagious
  - Start quarantining right away if you are told you are a close contact
  - You can be contagious 2 days before symptoms appear (or 2 days before positive test, if no symptoms), through the end of the isolation period
- You can resume normal activities when
  - 10 days have passed since symptoms started (or test date if no symptoms), and
  - You are fever-free for 24 hours, and
  - Your symptoms have improved
- COVID-19 Self Reporting Forms
  - Use the Allegan County Health Department forms to assist with case investigations and contact tracing

### Testing Events:

Free COVID-19 testing events are available to individuals of any age, regardless of symptoms. Visit Allegan County Health Department website for a listing of testing events.

*From All of Us At the City of the Village of Douglas*

## HAVE A SAFE AND HEALTHY HOLIDAY SEASON!

Douglas City Hall, 86 W. Center St. Douglas, MI 49406 ♦ PH: (269) 857-1438 ♦ Fax: (269) 857-4751 ♦ [www.ci.douglas.mi.us](http://www.ci.douglas.mi.us)

# Isolation v. Quarantine: What's the difference?



HEALTH  
Department

## ISOLATION

people who have COVID-19  
(tested positive or given  
probable diagnosis)



### What to do:

- Stay home, except to get medical care
- Separate yourself from others
- Wear a mask
- Clean all "high touch" surfaces frequently

### When can you be around others?

You can be around others after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving\*

\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation



## QUARANTINE

people who have been exposed  
to COVID-19, but are not sick

### What to do:

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4 F, cough, shortness of breath, or other symptoms of COVID-19
- Wear a mask
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

### When can you be around others?

- 14 days after your last contact with the associated COVID-19 case
- **You cannot test out of a quarantine period**
  - Symptoms may appear 2-14 days after exposure to the virus
  - Early in incubation period, viral loads may not be high enough to produce positive test result