

Pursuant to the Governor's Order to "Stay Home, Stay Safe" and Executive Order 2020-75, the DDA Board will conduct its May 26, 2020 meeting remotely. To access the remote meeting visit: <https://us02web.zoom.us/j/85137925900?pwd=a1BDS1FFOFJQRkNmUVVFWm5nZ3pPQT09> and enter password 830231 or visit zoom.us (meeting ID 851 3792 5900)

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Tuesday, May 26, 2020

7:00 p.m.

AGENDA

Call to Order

Roll Call

Protocol for Comments from the Public during Virtual Meetings

To ensure the integrity and productiveness of the DDA Board meeting while using virtual/web meetings, the following guidelines will be followed: 1. All participants except the Board will be kept on mute until such time that public comments are appropriate; 2. Comments shall be limited to 90 seconds; 3. To comment on an agenda item during that item, select the "raise hand" feature located on your Zoom screen. The moderator will announce you by name and then unmute you. You will have 90 seconds to speak only on that agenda item before being placed back on mute; 4. General Comments will be limited to the end of the meeting only. To make a general comment, select the "raise hand" feature located on your Zoom screen. The moderator will unmute you when it is your turn to comment. You will have 90 seconds to speak on any DDA related matter before being placed on mute again.

These guidelines are established to ensure virtual meetings run smoothly and without unnecessary interruption. Any participant found to be disruptive or using inappropriate language or material will be removed from the meeting immediately.

Set/Adjust Agenda

Approval of Minutes: Regular Meeting of April 28, 2020

Business

1. Adopt COVID-19 Preparedness and Response Plan
2. Approve Hubbell, Roth & Clark, Inc. Proposal – Esker Landing Parking Lot Expansion
3. Update on Environmental Matters
4. Update on Back to Business Program

Late Agenda Item

5.

Reports

6. Executive Director
7. Deputy Director
8. Marketing Committee
9. Planning Commission
10. Supervisor
11. Treasurer
12. Members

Limited Comments

Please see "Protocol for Comments from the Public during Virtual Meetings" at beginning of the Agenda for instructions on how to make a general comment.

Adjournment

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 28, 2020**

The Downtown Development Authority, pursuant to the Governor's Executive Order to Stay Home, Stay Safe" and Executive Order 2020-48, conducted its regular Tuesday, April 28, 2020 meeting remotely. Chairperson Leighton called the meeting to order at 7:02 p.m.

MEMBERS PRESENT: Harry Ammon, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Steven L. Marvin, Nanette Miller, Sally Rae

MEMBERS ABSENT: None

OTHERS PRESENT: C. Howard Haas, DDA Executive Director, Lori Underhill, DDA Deputy Director

Delhi Township IT Director, Tristan Knowlton, read the Protocol for Comments from the Public during Virtual Meetings to the audience.

SET/ADJUST AGENDA There were no changes to the agenda.

APPROVAL OF MINUTES

Rae moved, Marvin supported, to approve the regular meeting minutes of February 18, 2020.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae

MOTION CARRIED

BUSINESS

RESOLUTION NO. 2020-001 REMOTE MEETINGS

Ammon moved, Marvin supported, to adopt Resolution No. 2020-001 which enables the DDA Board to conduct remote meetings pursuant to State of Michigan Executive Order 2020-48.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae

MOTION CARRIED

FUTURE ENERGY PROPOSALS – ELECTRIC VEHICLE CHARGING STATIONS

Miller moved, Fauser supported, to approve the Proposals for Electric Vehicle Charging Stations from Future Energy in the amount of \$164,620.00, less the \$120,909.00 in rebates from Consumers Energy that will either be paid to the contractor or reimbursed to the DDA, depending on final arrangements.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 28, 2020**

Executive Director C. Howard Haas reviewed his memorandum dated February 11, 2020. The charging stations will be placed as discussed previously. The Township has received notification that the grants have been approved.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae

MOTION CARRIED

REALIZE CEDAR HOLIDAY LIGHTING

Fauser moved, Craig supported, to approve the proposals from Bronner's for holiday lighting and decorations in the amount of \$12,500.00.

Executive Director Haas and Deputy Director Lori Underhill highlighted the items that will be purchased and their locations.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae

MOTION CARRIED

REALIZE CEDAR ROUNDABOUT CONTRACT MODIFICATION NO. 1

Ammon moved, Craig supported, to approve Contract Modification No. 1 for Cedar Street Roundabout Landscaping and Lighting Additional Median Landscaping with J. Ranck Electric, Inc. in the amount of \$52,397.49.

Mr. Haas explained that additional landscaping would be added in the traffic medians located directly north of the Cedar Street roundabout.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae

MOTION CARRIED

DELHI COMMERCE DRIVE TRAFFIC SIGNAL BID AWARD

Fauser moved, Craig supported to award the bid for Cedar Street and Delhi Commerce Drive Signal to J. Ranck Electric, Inc. in the amount of \$167,171.59.

Mr. Haas reviewed his memorandum dated April 20, 2020. Todd Sneathen, Hubbell, Roth and Clark, Inc. explained that this a pedestrian activated crossing only. The light will remain green for both directions of Cedar Street traffic unless a pedestrian presses the button for the walkway. There are ADA requirements for the length of time required for the crossing. This is a popular place to cross Cedar Street as the apartment complex is located across the street from the CATA bus stop location.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 28, 2020**

MOTION CARRIED

DELHI LOCAL BUSINESS DIGITAL MARKETING PROPOSAL

Craig moved, Ammon supported, to approve expenditures not to exceed \$250,000.00 to assist Delhi Township brick and mortar businesses with Digital Marketing Support Packages as presented by Blohm Creative Partners.

Mr. Haas offered background on his discussions with local business owners and how best to assist local businesses during this unprecedented time. Jeff Blohm and Catherine Ferland, Blohm Creative Partners, were present to discuss the details of the program. The DDA asks businesses to inform us, in writing, by May 31, 2020 of their participation in the program. Letters will be sent to businesses and the DDA will use social media, press releases, websites to make businesses aware of the program. The program will continue through the end of the calendar year.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported the DDA has launched a Buy Local campaign with Blohm Creative Partners to encourage Township residents to support our local businesses. Land work has begun on the Spring Valley Industries site at Holt Road and Holloway Drive. We are working with our attorney to mitigate the contamination in the retention pond on DDA property on Holloway Drive.

Deputy Director

Ms. Underhill reported that Township employees have been working from home since March 16. We will reopen tentatively on Monday, May 18 with safety protocols. The Holt Farmers Market will tentatively open on Saturday, May 16, following Michigan Farmers Market Association safety protocols. The May Food Frenzy event has been cancelled. Holt Fest 2020 has been postponed until 2021.

Advertising & Marketing Committee

No report.

Planning Commission

Planning Commission representative Rita Craig reported that the site plan for Spring Valley Industries was approved on April 27, 2020.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 28, 2020**

Supervisor

No report.

Treasurer

DDA Treasurer Sally Rae reported that the 2019 audit is under way. Financial data should be available in mid-June.

Members

None.

Limited Comments

None.

ADJOURNMENT

Ammon moved, Fauser supported to adjourn the meeting.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae

MOTION CARRIED

The meeting was adjourned at 7:46 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

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www.delhidda.com

May 18, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: COVID-19 Preparedness and Response Plan

Attached please find a copy of the COVID-19 Preparedness and Response Plan for the DDA. We are required to have this plan, pursuant to the Governor's Executive Orders. Staff has worked with legal counsel to develop this plan and to ensure that it meets all the necessary requirements. This plan is fluid, meaning that it will likely need to be modified periodically as the COVID situation evolves. While it needs to be formally adopted by the DDA Board, it is our intent that future revisions will be done administratively. The Board will receive any updates, as we are all expected to comply with the provisions on the plan.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to adopt the COVID-19 Preparedness and Response Plan for Delhi Charter Township Downtown Development Authority and authorize the Executive Director to update the Plan as necessary to remain compliant.



COVID-19 Preparedness and Response Plan

*Date Board Action: May 26, 2020**

** This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.*

Delhi DDA

COVID-19 Preparedness and Response Plan

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COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, the Delhi Downtown Development Authority (“DDA”) has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

Executive Orders 2020-42, 2020-59, 2020-70, 2020-77, 2020-92 and 2020-96 prohibit businesses or operations to conduct operations that require workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42, 2020-59, 2020-70, 2020-77, 2020-92 and 2020-96

Executive Order 2020-96 (in effect until May 28, 2020, 11:59 pm) rescinds Executive Order 2020-92, although Executive Order 2020-96 reaffirms several measures set forth in Executive Order 2020-92 and amends its scope.

The following employees may be permitted to perform in-person activities on-site so long as any in-person work is performed consistently with the social distancing and mitigation measures required under this Plan, and any relevant executive order or public health order:

Workers necessary to conduct government activities and minimum basic operations, that includes workers who provide support, information, and resources to Delhi Charter Township for its essential services and critical infrastructure workers, as necessary.

PROTECTIVE SAFETY MEASURES

Employees shall report any unsafe condition to the Executive Director, or his/her designee, in his/her absence.

Training

Employees will be trained on workforce infection-control practices, the proper use of PPE, and this Plan.

Sick Leave

- Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act, Family Medical Leave Act, as applicable, and applicable vacation, sick and personal time-off policies.
- During the COVID-19 pandemic, the DDA requires that employees self-assess for COVID-19 symptoms prior to reporting for work. The Centers for Disease Control and Prevention (“CDC”) has published the following wide range of symptoms: Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat and New loss of taste or smell.
- Employees who have symptoms (*i.e.*, fever, cough, or shortness of breath) should notify their supervisor and stay home and not report to work.
- Employees who experience any of the following CDC “early warning signs” may not report to work and should get immediate, as appropriate, medical attention for: Trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, and bluish lips or face.

Remote Work

All employees who are not essential to operations, and whose job duties reasonably to allow them telework, will work remotely, or as permitted and directed.

Employee Screening Before Entering the Workplace

An Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire shall be completed by all employees before being permitted to enter the workplace and shall comply with any required screening process required by the state or local jurisdiction in which the DDA is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she should be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirement are explained in the Return to Work Plan, attached as Appendix C.

Entry Point

Employees must either use the rear entrance or front entrance in order to avoid congestion. Visual indicators will be posted outside near all entrances to notify persons of appropriate spacing.

Personal Protective Equipment

The DDA will provide and make available to all employees personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the employee. All employees who are able to medically tolerate a face covering must wear a covering over his or her nose and mouth when in any enclosed public space, including shared spaces, restrooms and hallways.

Social Distancing

The Executive Director will direct other employees to perform their work in such a way so as to reasonably avoid coming within six (6) feet of other individuals and other space and distance measures as required. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break area or lunch area shall be limited to no more than two employees and only one may eat at a table during such time so as to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six (6) feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19. Employees should not be in large groups and must maintain social distancing as possible. In-person meetings, when required, will be limited and only when social distancing can be maintained.

Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with disposable paper products, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Signs regarding the importance of personal hygiene and proper hand washing methods will be posted in all restrooms and breakroom areas. Hand shaking is also prohibited to ensure good hand hygiene. Any individual able to medically tolerate a face covering must wear a covering over his or her nose and mouth when in any enclosed public space. Employees are encouraged to use PPE and hand sanitizer when using public transportation.

Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed at a minimum of once a day using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. If an employee is determined to be COVID-19 positive, the affected employee's area will be cleaned and disinfected.

Tools and Equipment

The DDA limits the sharing of tools and equipment among employees; should any sharing of tools, pens and other equipment be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. The DDA will provide employees with disinfectant wipes and other disinfecting products for this purpose.

Visitors

No visitors are allowed in the workplace unless they are deemed essential to address an issue related to essential functions. All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents symptoms of COVID-19 or answers yes to any of the screening questions, do not allow them into the building.

Until further notice, the DDA strongly encourages that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space, at any DDA building or facility, or while interacting with any employee.

EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19 CASES

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever (felt feverish or above 100.4 F)
 - New or worsening cough; or continuous cough
 - Shortness of breath
 - Sore throat
 - Diarrhea (excluding diarrhea due to known medical reason)
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, the DDA will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, the DDA will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed;
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen; and
- Notify relevant health departments, as required.

INGHAM COUNTY HEALTH DEPARTMENT - EMERGENCY ORDER (Ingham 2020-8) FOR CONTROL OF PANDEMIC

In addition to the above, employees shall review and adhere to the Ingham County Health Department Emergency Order (Ingham 2020-8) for the duration of Ingham 2020-8, or succeeding order of same or similar directive. (See Appendix D.)

BUSINESS CONTINUITY PLANS

As the COVID-19 Workplace Coordinator, the Executive Director, will: (1) work with employees to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

CLASSIFICATION OF WORKERS EXPOSURE

Following OSHA Standards for classifying workers' exposures, employees have been categorized as low risk.

COVID-19 COMMUNICATION PLAN

The Executive Director, or designee, will serve as the Public Information and Communication Officer and all COVID-19 communications will be approved through the Director's Office.

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 [CISA Guidance Document](#), (see Appendix F – Other Resources for document link) critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-96, critical infrastructure workers also include¹:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
- b. Workers at suppliers, distribution centers, or service providers, as described below.
 1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical

¹ Under Executive Order 2020-96, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under prior Executive Orders. In-person government activities are subject to the same social distancing and mitigation measures described in EO 2020-97.

infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.

- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- g. Workers at laundromats, coin laundries, and dry cleaners.
- h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

For purposes of Executive Order 2020-96, workers who perform resumed activities are defined as follows:

- a. Workers who process or fulfill remote orders for goods for delivery or curbside pick-up.
- b. Workers who perform bicycle maintenance or repair.
- c. Workers for garden stores, nurseries, and lawn care, pest control, and landscaping operations.
- d. Workers for moving or storage operations.

- e. Workers who perform work that is traditionally and primarily performed outdoors, including but not limited to forestry workers, outdoor power equipment technicians, parking enforcement workers, and outdoor workers at places of outdoor recreation not otherwise closed under Executive Order 2020-69 or any order that may follow from it.
- f. Workers in the construction industry, including workers in the building trades (plumbers, electricians, HVAC technicians, and similar workers).
- g. Workers in the real-estate industry, including agents, appraisers, brokers, inspectors, surveyors, and registers of deeds, under certain conditions enumerated in section 11(g) of EO 2020-96.
- h. Workers necessary to the manufacture of goods that support workplace modification to forestall the spread of COVID-19 infections.
- i. Workers necessary to train, credential, and license first responders (e.g., police officers, fire fighters, paramedics) and health-care workers, including certified nursing assistants, provided that as much instruction as possible is provided remotely.
- j. Workers necessary to perform start-up activities at manufacturing facilities, including activities necessary to prepare the facilities to follow the workplace safeguards described in section 4 of EO 2020-97.
- k. Workers necessary to conduct research activities in a laboratory setting.
- l. Consistent with section 10(b) of EO 2020-96, workers at suppliers, distribution centers, or service providers whose in-person presence is necessary to enable, support, or facilitate another business's or operation's resumed activities, including workers at suppliers, distribution centers, or service providers along the supply chain whose in-person presence is necessary enable, support, or facilitate the necessary work of another supplier, distribution center, or service provider in enabling, supporting, or facilitating another business's or operation's resumed activities. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- m. Workers that are permitted to work as identified in previously issued executive orders and EO 2020-96 and EO 2020-97, and subsequent executive orders, as applicable.

APPENDIX B
EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

Coronavirus Disease (COVID-19)
Workplace Health Screening



Company Name: _____

Employee Name: _____ Date: _____

Time In: _____

In the past 24 hours, have you experienced:

	<input type="checkbox"/>	<input type="checkbox"/>
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	Yes	No
OR TWO (2) or more of the following		
Fever (or subjective/felt feverish): Temperature if taken: _____ <i>Fever is a temperature of 100.4 °F or higher.</i>	Yes	No
Chills:	Yes	No
Muscle aches:	Yes	No
Headaches:	Yes	No
Sore throat:	Yes	No

If you answered “yes” to the first two symptoms above, or “yes” to two (2) or more of the last five symptoms above in light gray, please do not go to into work. Self-isolate at home and contact your primary care physician’s office or nearest urgent care facility for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appeared.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? ☐ Yes ☐ No

Traveled internationally or domestically outside of Michigan? ☐ Yes ☐ No

If you answer “yes” to either of these questions, please do not go into work (unless exempt or otherwise approved for work with appropriate safety precautions). Self-quarantine at home for 14 day since return or exposure.

For questions, visit hd.ingham.org/coronavirus or contact Ingham County Health Department at (517) 887-4517.

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances (A-C):

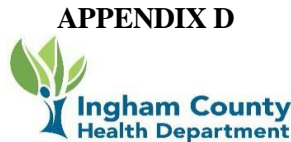
A. Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since recovery *and* 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. Receive two negative COVID-19 tests, 24 hours apart.

B. Employees who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

C. The DDA will allow employees with a confirmed or suspected case of COVID19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”).



**INGHAM COUNTY HEALTH DEPARTMENT
5303 S. Cedar St., Lansing, MI 48911**

**EMERGENCY ORDER (Ingham2020-8) FOR CONTROL OF
PANDEMIC**
**Required screening measures at open businesses and
operations subject to the Governor's Executive Order 2020-
77**

Emergency Order (Ingham2020-7) imposed similar restrictions. With this order, Emergency Order Ingham2020-7 is rescinded. This order imposes substantially identical restrictions but extends the order to align with the State of Michigan extension.

This Order is made pursuant to Section 2453 of Michigan's Public Health Code, 1978 PA 368 (MCL 333.2453). Effective May 7, 2020, Michigan Governor Gretchen Whitmer issued Executive Order No. 2020-77 which continues the suspension of activities that are not necessary to sustain or protect life through May 28, 2020 at 11:59 p.m. Exemptions include businesses and operations that employ critical infrastructure workers, which may continue in-person operations. Other exemptions include manufacturing and construction. Consistent with MCL 10.33 and MCL 30.405(3), a willful violation of Executive Order No. 2020-77 shall constitute a misdemeanor.

The Local Health Officer has determined that additional restrictions are necessary to control the Coronavirus pandemic and to protect the public health of Ingham County based on the following:

1. A communicable disease, novel Coronavirus, which causes COVID-19, has been identified within Ingham County and can be transmitted from person to person.
2. In order to control and limit the spread of the Coronavirus, it is necessary to prevent and limit infected people from encountering uninfected people.

It is hereby ordered that businesses and operations remaining open under Michigan Executive Order 2020-77 take the following precautions:

1. Develop and implement a daily screening program for all staff upon or just prior to reporting to work sites.
 - a. The screening procedures must include the following questions:
 - i. Do you have any of the following symptoms:
 - New or worsening cough (excluding chronic cough due to known medical reason other than COVID-19);
 - Shortness of breath or difficulty breathing;
 - OR at least two(2) of the following symptoms:
 - Fever (100.4°F or higher) as measured by a touchless thermometer if available, but verbal confirmation of a lack of fever is sufficient if a touchless thermometer is not available;

- Chills;
 - Muscle aches;
 - Headache;
 - Sore throat; or
 - Loss of taste or smell.
- i. Have you traveled internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside of Michigan? (For the purposes of this order, commuting is defined as traveling between one's home and work on a regular basis.)
 - ii. Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19?
- b. Any "yes" response to screening question a(i) above requires the individual to be excluded:
- i. For at least 72 hours with no fever (that is three full days of no fever without use of medicine that reduces fevers) AND other symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least seven (7) days have passed since symptoms first appeared.
- c. Any "yes" response to screening question a(ii) above requires the individual to be excluded:
- i. For 14 days following travel unrelated to commuting.
- d. An employee who responds "yes" to screening question a(iii) may be allowed to continue work at the employer's discretion provided they remain asymptomatic and the employer implements the following additional precautions to protect the employee and the community:
- i. Employers should measure the employee's temperature and assess symptoms each day before they start work. Ideally, temperature checks should happen before the individual enters the facility. A touchless thermometer or a dedicated thermometer for the employee if not touchless, should be used. Sharing of any thermometer other than a touchless thermometer is strictly prohibited.
 - ii. As long as the employee does not have a fever or other symptoms, they should self-monitor under the supervision of their employer's occupational health program or other programs in place to protect employee health and safety.
 - iii. If the employee begins to experience symptoms during the day, they should be sent home immediately.
 - iv. The employee should wear a facemask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
 - v. The employee should maintain a distance of six (6) feet from others and practice social distancing as work duties permit while in the workplace.
 - vi. Beyond standard cleaning protocol, clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely known to be utilized by the exposed employee during the 14 days after last exposure.

a. Exemptions

- i. Essential workers engaged in travel related to supply chain and critical infrastructure travel/movement are exempt from Part 1, Section a., Item ii.
- ii. Nothing in this order shall limit the operations of first responders, health care institutions, public health functions, pharmacies and other entities that are involved in the mitigation of risk during this pandemic.

2. Publish this order at all facility entrances so that it is visible to all employees and customers.

The contents of this Order will be published to the members of the public at large by all reasonable means available. This Order will become effective on **May 13, 2020 at 12:00 am continuing through May 28, 2020 at 11:59 pm**. Those who disregard the order could be subject to a misdemeanor that includes up to 90 days in jail and/or a fine of up to \$200.

Respectfully,



Linda S. Vail, Health Officer
Ingham County Health Department

May 12, 2020
Date

APPENDIX E - SIGNS FOR BUILDINGS



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

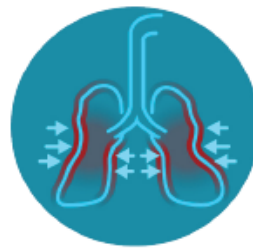
DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



CS 3161204 March 22, 2020 5:14 PM

cdc.gov/CORONAVIRUS

APPENDIX F OTHER RESOURCES

Governor Whitmer's Executive Order 2020-96:

TO BE DETERMINED WHEN AVAILABLE ON STATE OF MICHIGAN WEBSITE

Governor Whitmer's Executive Order 2020-97:

TO BE DETERMINED WHEN AVAILABLE ON STATE OF MICHIGAN WEBSITE

CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.cdc.gov/coronavirus/2019-ncov/>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

Memorandum on Identification of Essential Critical Infrastructure Workers During Covid-19 Response:

<https://www.cisa.gov/sites/default/files/publications/CISA-Guidance-on-Essential-Critical-Infrastructure-Workers-1-20-508c.pdf>

**APPENDIX G
DELHI DDA
COVID-19 PREPAREDNESS AND
RESPONSE PLAN**

Certification by Responsible Public Officials

This is to certify that I have reviewed DDA's COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order 2020-96 dated Thursday, May 21, 2020, as applicable.
2. The Plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The Plan is available at all worksites.

I declare that the foregoing is true and correct.

C. Howard Haas
Executive Director



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

May 18, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Esker Landing Park – Parking Lot Expansion Proposal

In our original plan for Esker Landing Park, a parking lot overflow section was included. Prior to construction, we removed it in order to reduce the budget of the project. We are now ready to move forward with this parking lot expansion and have asked Hubbell, Roth & Clark, Inc. (HRC) to submit a proposal for professional engineering services. The proposal includes survey work, preparation of contract documents, bidding assistance, construction administration, and observation and material testing. It is anticipated that bids will be taken for the job in early August and construction completed in the fall.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the Proposal for Professional Engineering Services for the Esker Landing Park – Parking Lot Expansion from Hubbell, Roth & Clark, Inc. in the amount of \$9,920.00.

May 18, 2020

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Tracy Miller, Township Manager

Re: Proposal for Professional Engineering Services
Esker Landing Park – Parking Lot Expansion

HRC Job No. 20200144

Dear Ms. Miller:

In accordance with your request, Hubbell, Roth, & Clark, Inc. (HRC) is pleased to present this Proposal to complete a parking lot expansion for Esker Landing Park to accommodate additional vehicles and equipment trailers. The proposed parking lot expansion will be based on the construction drawings for the recently completed Esker Landing Park where the proposed parking lot expansion was identified.

Background

It is our understanding that Delhi Township had a restricted budget to construct Esker Landing Park in 2019. In an effort to reduce the construction costs, various alternatives were considered; including the elimination of an asphalt paved overflow parking lot. The location of this overflow lot was graded during the park's construction to allow for overflow parking in a grassed area. This also provided a smoother transition to a paved surface when Township funds became available and the park's user demand supporting a need for additional parking.

We understand that for 2020, the Township wishes to pursue the parking lot expansion at Esker Landing Park to provide additional parking stalls to accommodate a higher volume user vehicles and equipment trailers that are anticipated.

An exhibit has been provided which shows the alternative for the parking lot overflow section that was removed from the Esker Landing Park construction documents. The proposed pavement section is to match the existing parking lot pavement section constructed in 2019.

Scope of Services

1. Survey of areas of proposed parking lot expansion to verify existing conditions and elevations.
2. Produce a bid plan set with soil erosion control, construction plan, and grading plan. Prepare project specifications for contractor bidding. Finalize an estimated cost to construct for Township review.
3. Bid the proposed contract work, answer question during the bidding period, and recommend award of the contract.
4. On-site inspection and construction administration during the project.
5. Schedule and attend a kickoff meeting, a meeting to discuss the findings report, and attendance at one (1) Township Board Meeting.

Bloomfield Hills
555 Hulet Drive
Bloomfield Hills, MI 48302
248-454-6300

Detroit
535 Griswold St.
Buhl Building, Ste 1650
Detroit, MI 48226
313-965-3330

Grand Rapids
1925 Breton Road SE
Suite 100
Grand Rapids, MI 49506
616-454-4286

Howell
105 W. Grand River
Howell, MI 48843
517-552-9199

Jackson
401 S. Mechanic St.
Suite B
Jackson, MI 49201
517-292-1295

Kalamazoo
834 King Highway
Suite 107
Kalamazoo, MI 49001
269-665-2005

Lansing
215 S. Washington SQ
Suite D
Lansing, MI 48933
517-292-1488

Fees

Task 1 – Survey	\$960.00
Task 2 – Prepare Contract Documents (Plans and Specifications)	\$3,000.00
Task 3 – Bidding Assistance	\$880.00
Task 4 – Construction Administration	\$2,600.00
Task 5 – Observation and Material Testing	<u>\$2,480.00</u>
Total	\$9,920.00

Based on the above described services, we propose to perform this work for a not to exceed cost of \$9,920.00.

Proposed Schedule

We are prepared and staffed to begin the Esker Landing Park – Parking Lot Expansion Survey, Plans, and Specifications as outlined above upon your authorization to proceed. We anticipate that the condition survey will be completed within two (1) weeks of the start of work (weather dependent) and the Contract Documents completed six (6) weeks later. We estimate that bids will be taken for this job in early August, and construction can be completed in the fall.

Clarifications

1. Because a parking lot expansion layout was completed for the Esker Landing Park project, any alternatives are not considered as part of this project, nor is the cost included in this proposal.

If this proposal is deemed acceptable to the Township, please sign and return one (1) copy to this office. Thank you for this exciting opportunity to serve the Township on this project.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd J. Sneathen, P.E.
Vice President

KS
Attachment

pc: HRC; K. Stickel, File

Accepted By:

Delhi Charter Township

Signature: _____

Written Name: _____

Dated: _____

MEMO

FOSTER SWIFT
FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

ATTORNEY-CLIENT PRIVILEGE

TO: Howard Haas
FROM: Charles (Chuck) Barbieri
DATE: May 15, 2020
RE: Update on Environmental Matters

Per your request, I am providing this written update on the state of two environmental matters that I am currently monitoring for the Delhi Township DDA and BRDA. I will be available for your meeting on May 26, 2020 to take questions on these two and other matters as needed.

A. MSUFCU BROWNFIELD PROJECT

MSUFCU acquired 2313 Cedar Street from the DDA in 2018. The BRDA approved Brownfield Plan #8 in 2019 to allow redevelopment of the property for a new branch office. The Plan called for reimbursement of over \$600,000 by the Developer for future eligible activities and about \$155,000 for BRDA eligible activities incurred by the BRDA. The Plan was designed to address past petroleum and related releases from a former gasoline service station site. As part of the Plan, the BRDA was to receive administrative costs of about \$38,000 and local site revolving funds of about \$138,000.

At the request of MSUFCU, the BRDA applied and received a brownfield grant of \$370,000 from EGLE in 2019 to cover certain due care and response activity costs. To date, TriTerra, which has been overseeing certain soil testing and contamination removal has submitted invoices of about \$27,500. TriTerra reports that soil removal activities are essentially complete and that it hopes to conclude grant activities by submitting a final grant reimbursement request for completed activities by the end of May. Assuming the grant work is deemed finished and grant reimbursement is completed, the BRDA may want to amend Brownfield Plan #8 to reflect that certain work was completed under the EGLE grant and is no longer eligible for reimbursement from incremental tax revenues under the Brownfield Plan. The EGLE brownfield grant may have the effect of accelerating repayment of BRDA's previously incurred eligible expenses and payment of local site revolving funds.

B. 1875 HOLLOWAY DRIVE

The DDA asked this office to retain TriTerra in 2019 to conduct a phase 1 assessment and limited phase 2 testing assessment of certain wetland property owned by the DDA south of Holt Road and west of Holloway Drive due to possible contamination of that wetland. Phase 2 testing conducted by TriTerra shows elevated levels of zinc and polynuclear aromatic hydrocarbons in the wetland.

Based on that testing and EGLE documents showing storm water discharges by past operations of Dakkota Integrated Systems, Inc. at 1875 Holloway Drive into the wetland, we discussed the possibility of seeking recourse from Dakkota, which has since terminated operations at this location, and DTP Associates, LLC, which owns and previously leased the property. This office sent letters on behalf of the DDA to Dakkota and DTP on January 16, 2020 to request an investigation and response due to the contamination. The letter to DTP also requested that it enter into an agreement to permit any future discharges into the wetland from the DTP site and to require indemnification of the DDA from DTP and any future tenant or other occupant and their successors and assignees due to contaminant or other discharges.

Dakkota, while retaining its defense and rights, has offered in response to our letter to perform a limited evaluation to assess whether its past operations caused any contamination. The Dakkota work plan is under review.

DTP, however, has responded to our letter by indicating that discharges from 1875 Holloway Drive were permissible by virtue of an alleged arrangement with the Ingham County Drain Commissioner (ICDC) and that other properties tying into the drain may have caused discharges into the wetland. As a result of that reply, we have initiated discussions with the ICDC to determine what permission Dakkota or DTP may have received to discharge to the Cook & Thornburn Drain which appears to exist in part on the DDA's wetland property. The ICDC office is reviewing the circumstances of these discharges. Informally, the ICDC has indicated that it does not authorize pollutants in any discharges that occur to its drain.

At this point, we believe that the DDA should allow Dakkota to perform the work while not waiving any claims or rights in case results from the study and Dakkota's subsequent commitments are not satisfactory. As for DTP, we believe that we should consult with the Drain Commissioner and pursue an agreement that obtains relief from DTP if Dakkota's response is insufficient and an agreement from DTP on appropriate access and indemnification, if discharges are allowed going forward.

:LDH

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