

NOTTAWA TOWNSHIP

St. Joseph County

Bret Lutz, Clerk
Steven Clark, Trustee

Dave Peterson, Supervisor

Tammy Rigby, Treasurer
David Davis, Trustee

Preparedness and Response planning for COVID-19

May 18, 2020

The Coronavirus, also known as COVID-19, is spreading rapidly across the globe and throughout the United States. Nottawa Township is monitoring and proactively responding to this situation. The following steps can help reduce the spread of this virus for not only our employees, but also for the community.

Concurrent with the Michigan Governor's Executive Order 2020-77, Nottawa Township will adopt the following preparedness and response plan, consistent with the recommendations in Guidance on Preparing Workplaces for COVID-19, developed by OSHA. This plan will be available at the Township office, our website at nottawatownship.org, and will be in effect until the Governor removes the Stay Home Executive Order.

Basic personal hygiene measures to prevent contracting or spreading COVID-19:

- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your face with unwashed hands.
- Cover your mouth and nose with a tissue when coughing or sneezing, or inside of elbow.
- No handshakes or hugs.
- Avoid contact with people who are sick.
- If you are sick or not feeling well, stay home.
- Limit your exposure to public places, and use common sense if you do go out
- Clean and disinfect frequently touched surfaces and objects
- If you do go out, use a mask to cover your nose and mouth.
- Keep a minimum 6 foot distance from people.

Other precautions to limit the spread of the virus:

Since a majority of our services are essential, the Township does not have the luxury of complete segregation from the general public.

- We will promote working from home if possible, staggering shifts at the Township Office, and practice social distancing and mitigation measures recommended by the CDC in all other Township interactions.
- Township personnel that are essential to support governmental activities can continue to work with limited office hours at the township hall, i.e., Board Members, building and zoning officials, assessor, and Sexton. Planning Commission, Zoning Board of Appeals and Board of Review may meet only when the Supervisor deems essential.
- Restricting personal interactions at the Township Office. Please email or call instead. Contact information is on the township website.

- Township personnel will not enter homes or vehicles of others until the order is lifted, except for essential building inspections with appropriate precautions.
- In person work must adhere to sound social distancing practices and measures, and if 6-foot distances can't be maintained, staff and citizens must wear face coverings/masks.
- The Township will sanitize high touch surfaces on a regular basis.
- Public attendance at committee and board meetings is not allowed. Any meetings scheduled will be through remote access and details will be provided per Open Meetings Act requirements, and Executive Orders by the Governor.

If you test positive for COVID-19

Follow the recommendations from the Center for Disease Control and Prevention below:

1. Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
2. Stay in touch with your doctor: Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
3. Stay away from others: As much as possible, you stay away from others. You should stay in a specific "sick room" if possible, and away from other people in your home. Use a separate bathroom, if available.

For the health and safety of our staff and community, we are respecting the governor's order to [Stay Home, Stay Safe](#). For more information please visit the [CDC coronavirus webpage](#) as well.

Thank you for your attention and patience as we persevere during these challenging times.

Nottawa Township Board

June 15, 2020

Re-Opening

On June 16, the Nottawa Township Hall will begin to reopen to the public. The safety of our residents and our employees is our number one priority, which is why we have instituted a safe reopening plan structured to protect all persons entering our facilities.

Safety Measures

Below is a list of safety measures we have taken and requirements for those entering our facility:

- Masks will be recommended in any enclosed building area. We ask that you please put your mask on before entering the building.
- Plexi-glass barriers have been installed in all departments in the township hall to aid in social distancing and protection from airborne particles.
- Floor markers have also been added to encourage social distancing.

- The Township has instituted a strict and frequent regiment for cleaning public spaces including restrooms, handrails, and service counters. Please be patient as we disinfect between customers.
- Hand sanitizing stations are located throughout the building, we encourage everyone to use them when entering and leaving the building.

Online Services Encouraged

While our hall will reopen, please remember we have staff available by phone and email to answer questions and encourage our residents to still access the many services we have available online by visiting nottawatownship.org

.Online services include:

- Building Permits
- Assessing and Tax Information
- FOIA Requests
- Dog Licenses

Please note that absentee ballot applications may also be dropped off using the drop box next to the front door of the township hall

For questions or phone services please use the following phone directory:

Treasurer: Tammy Rigby

Clerk/Voting: Bret Lutz

Supervisor: Dave Peterson (269) 547-8340

Building Permits: Joe Wickey (269) 816-4951

Zoning questions: Joe Wickey (269) 816-4951; Dave Peterson (269) 547-8340

Assessing & Board of Review: Ben Brousseau (269) 655-1144

FOIA Request Assistance: Clerk

Cemetery information: Sexton Larry Brueck(269) 467-7423

Treasurer Office to Pay Taxes:

- Tax payers are encouraged to pay taxes on-line, checks through the mail, or via our dropbox.
- Tax payers in line will be asked to stand 6 ft apart as indicated with floor markers.
- No person will be allowed behind window/plexi-glass shield or in staff office area.

Election resources

Voters are encouraged to use absentee ballots