

# 2020 Michigan Winter Operations Conference

Day 1 – Tuesday, October 13<sup>th</sup>

# LTAP Winter Operations Conference

Working with “New Challenges”  
in the Workforce

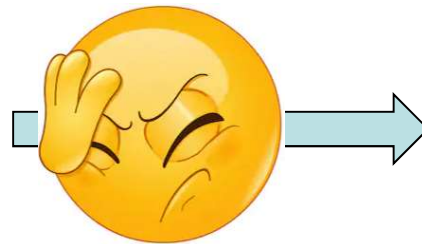
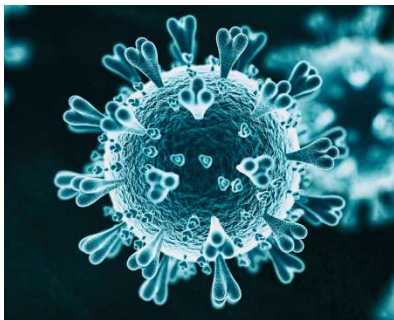


Duane Poole  
Bloomfield Township

Matt Wiktorowski  
City of Novi



# What Now!

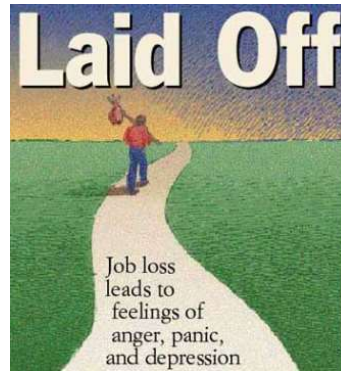


# Budget Impacts      Uncertainty!!

- Will operations be suspended on low ADT roadways?
- How much of your Act 51 allocation makes up your budget.
  - Based on Gasoline Sales
- Housing market doing well
  - Property tax's - so far so good
- Contractual obligations to buy salt
  - Penalty?
- Contractual obligations for staffing
  - If there are layoffs do your drivers get bumped?
- What is your community's rainy-day fund look like?

# Staffing Impacts

- Layoffs
- Not Filling Vacancies
- Retirement Incentives



You're the team that makes the difference!!!!

What makes the most sense?

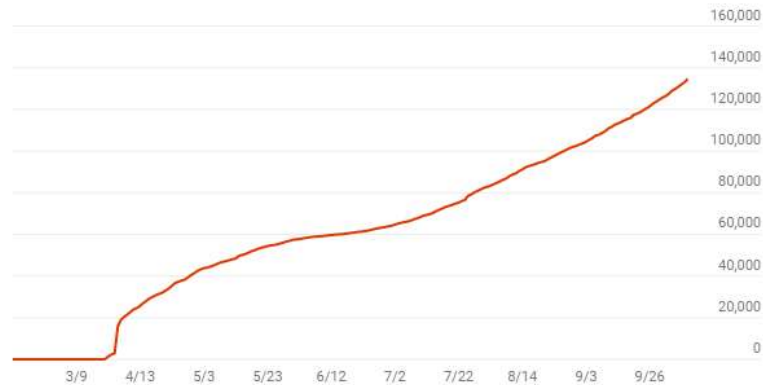


# Covid-19 Statistics

Daily new cases



Cumulative cases



## Michigan cases

Updated Oct 12 at 1:31 PM local

Confirmed  
149,464

Deaths  
7,221

Recovered  
-

See less



Data is collected from multiple sources that update at different times and may not always align. Some states may not provide complete county-level info.

	CONFIRMED	DEATHS	RECOVERED
Wayne	36,900	3,008	-
Oakland	21,878	1,220	-
Macomb	16,156	1,046	-
Kent	11,274	172	-
Genesee	5,297	313	-
Washtenaw	4,605	126	-

# Am I Being as Safe as Possible

*Outside of work too?*



# Precautions – Keep Your Co-Workers Safe!

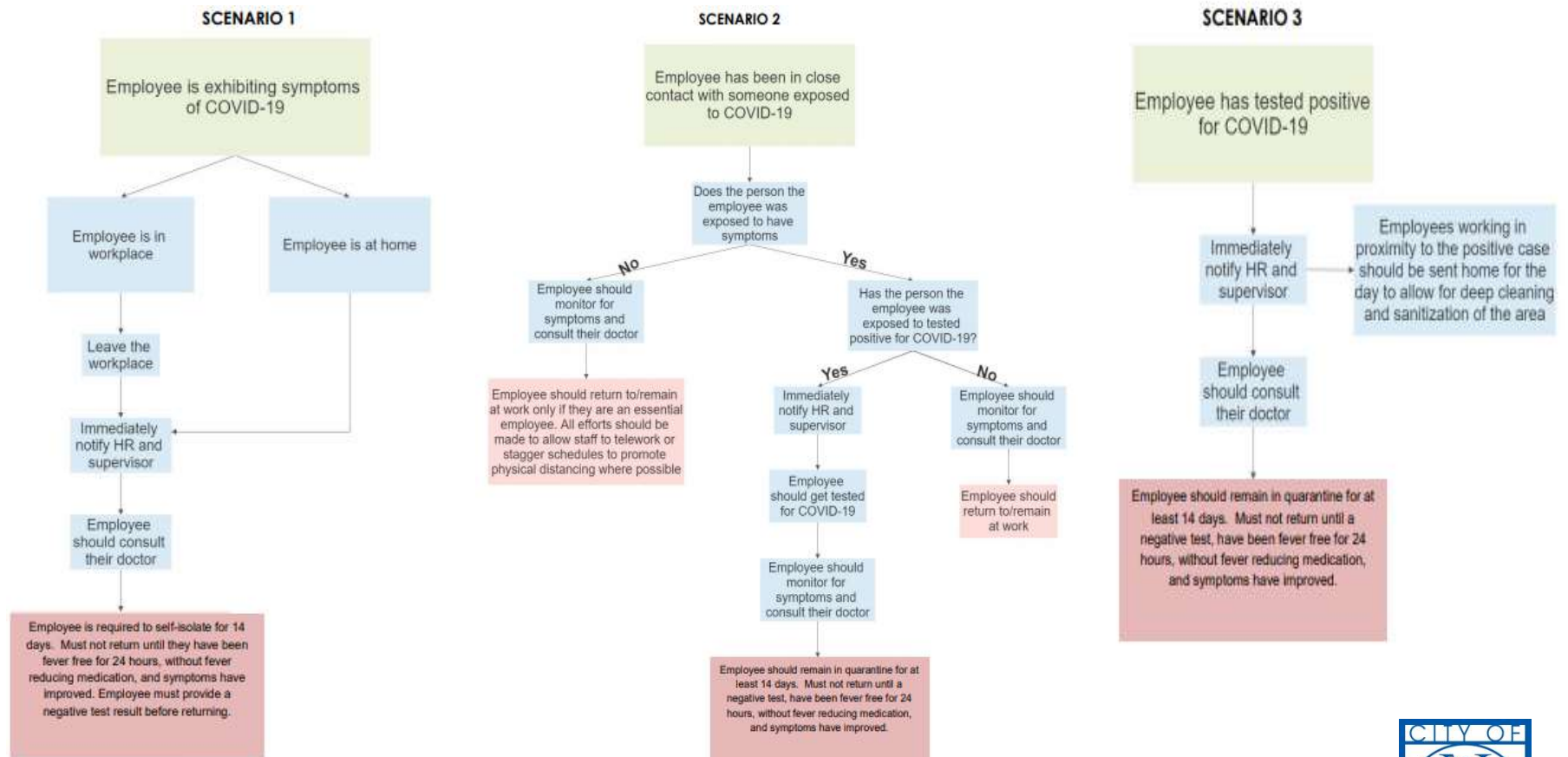


## Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your mask
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



# City-wide Employee Flow Chart





## Self-Screening Tool for COVID-19 Disease

If you are sick, you should not be at work. Complete this worksheet before entering work place.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Reporting to \_\_\_\_\_  
Time: \_\_\_\_\_

### Answer the following questions:

1. Do you now, or have you in the last 72 hours had a fever? YES/NO  
Temperature \_\_\_\_\_ at time of reporting. If "YES", notify your Supervisor.  
(Temperature of 100.4 degrees Fahrenheit).
2. Do you have any of the following symptoms?
  - a. Cough? (excluding chronic cough tied to a known medical reason other than COVID-19); or
  - b. Shortness of breath; or
  - c. At least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell and/or diarrhea (excluding diarrhea due to a known medical condition), and extreme fatigueYES/NO if "YES", notify your Supervisor.

3. Have you had **close\*** contact with anyone diagnosed with COVID-19 in the last 14 days? YES/NO If "YES", notify your Supervisor.

**\*See definition of "close contact" on back**

4. Have you traveled internationally OR domestically in the last 14 days? YES/NO If "YES" Destination \_\_\_\_\_ Dates \_\_\_\_\_.  
**\*CDC advises increased exposure risk due to travel. Visit Oakland County's website for resources for testing.**  
[www.oakgov.com/covid](http://www.oakgov.com/covid)

If you answered "YES" to screening questions 1-3 above you are excluded from entering the workplace until:

- a. At least 10 days since symptoms first appeared **and**
- b. At least 24 hours with no fever without fever-reducing medication **and**
- c. Symptoms have improved
- d. Able to provide a negative test result for COVID-19
- e. You should stay home for 14 days after \*close contract with a person who has COVID-19

Contact your supervisor, health care provider, and Human Resources.

It is the responsibility of each employee completing this form to submit to their supervisor or Department Director after completion.

Employee signature \_\_\_\_\_

**This form is to comply with State of Michigan Executive Order/ CDC Guidelines**

# Daily Questionnaire

## Daily Operational Changes:

- Separate Trucks
- Alternate Lunch Space
- Masks
- Social Distancing
- Department SOP's
- Training



# Community Reference

## What's OPEN in Novi?

### CIVIC CENTER CAMPUS

Departments are staffed from 8am-5pm, Monday-Friday. City services are available online at [cityofnovi.org](http://cityofnovi.org) or via phone. 248-347-0460

**ASSESSING:** (248) 347-0485

**CITY CLERK:** (248) 347-0456

Online services available. Absentee applications/ballots can be placed in the dropbox in the south parking lot.

Passport and notary services are suspended.

**COMMUNITY DEVELOPMENT:**

**(248) 347-0415**

Fully operational and inspections may be scheduled online.

**ECONOMIC DEVELOPMENT:**

**(248) 347-0445**

Fully operational.

**PARKS, RECREATION & CULTURAL SERVICES:**

**(248) 347-0400**

**PUBLIC SAFETY**

**(248) 347-0504**

Permits, reports, fingerprinting. Police reports: when able, will be handled over the phone.

**PUBLIC WORKS/WATER UTILITY**

**(248) 735-5640**

Fully operational.

**TREASURY:** (248) 347-0444

Payments can be made by placing a check in the Dropbox (located in the rear of the Civic Center), by mail or at [cityofnovi.org](http://cityofnovi.org). Dog licenses are not being issued at the counter. Please use our drop box or purchase online.

APPOINTMENT  
PREFERRED

BY  
APPT.

BY  
APPT.

BY  
APPT.

BY  
APPT.

BY  
APPT.

OPEN

BY  
APPT.

BY  
APPT.

### PARKS AND RECREATION

Park amenity availability is listed below. 248-347-0400

**PLAYGROUNDS**

**SPORTS FIELDS/COURTS**

Guests must follow CDC guidelines of 100 people or less gathered when outdoors.

**TRAILS**

**RESTROOMS**

Open at Ella Mae Power Park, Rotary Park, Pavilion Shore Park and ITC Community Sports Park (South Shelter bathrooms, Baseball/Softball Field Bathrooms & Maintenance Garage/ITC Trail bathrooms)

**SHELTER RENTALS**

**DOG PARK**

**ICE ARENA**



OPEN

OPEN

OPEN

OPEN

LIMITED

OPEN

OPEN

CLOSED

# Winter Operations Communication

## **Snowfall Less Than Three Inches in Depth**

City Major and County Roads— 200 lane miles that are traveled by most of the vehicular traffic, as well as emergency vehicles. These 200 lane miles of roadway are divided into five routes that are plowed and de-iced on an as-needed basis 24 hours per day, seven days per week through the duration of the storm. Attention is given to all five routes concurrently until bare pavement is achieved.

Local roads—312 Lane miles of local, and neighborhood streets are plowed and/or spot de-iced (liquid or granular) on an as-needed basis during regular business hours, Monday through Friday, at the conclusion of the storm, unless otherwise deemed necessary by the Director of Public Works.

## **Snowfall of Three or More Inches Throughout the City of Novi**

City Major and County Roads— 200 lane miles that are traveled by most of the vehicular traffic, as well as emergency vehicles. These 200 lane miles of roadway are divided into five routes that are plowed and de-iced on an as-needed basis 24 hours per day, seven days per week through the duration of the storm. Attention is given to all five routes concurrently until bare pavement is achieved.

Local roads—312 miles of local streets are plowed Curb to curb and spot de-iced (liquid or granular) at the end of the storm, once the major road routes have been returned to a safe, travelable condition.

Should weather conditions deteriorate during local road clearing operations, causing the major roads to become unsafe, local street operations will be suspended until the major roads can be returned to safe travel conditions; recognizing that this type of winter weather event could require additional days to return all City streets to normal operation.





# Winter Operations Contingency Plan



## NOTICE - CITY OF NOVI INVITATION TO BID

### SNOW REMOVAL SERVICES – CITY STREETS & MUNICIPAL SITES

The City of Novi will receive sealed bids for **Snow Removal Services – City Streets & Municipal Sites** according to the specifications of the City of Novi.

**A mandatory pre-bid meeting** will be held **Thursday, August 20, 2020, at 3:00 P.M.** at the Novi Civic Center, 45175 Ten Mile Rd., Novi, MI 48375.

Sealed bids will be received until **10:00 A.M.** prevailing Eastern Time, **Wednesday, September 2, 2020** at which time bids will be opened and read. Bids shall be addressed as follows and delivered to:

**CITY OF NOVI  
FINANCE OFFICE**  
45175 Ten Mile Rd.  
Novi, MI 48375-3024





