



City of Roosevelt Park

A Proud Community

TEMPORARY ORDER

City of Roosevelt Park “Prevent the Spread” Operations Preparedness Plan

At the recommendation of the Department of Health and Human Services, MIOSHA, and local public safety and health officials, the City of Roosevelt Park is limiting certain operations to mitigate risks of the COVID-19 virus. The following **temporary** operational changes will be in effect through **January 4, 2021**, when at that time we will reassess any potential changes or continuations.

1. Due to continuing increased community cases of Covid-19, all City buildings will transition back to non-contact forms of operation with the general public. Any business that can be operated via non-contact operations will be conducted via U.S. Mail, drop box, or online at www.rooseveltpark.org. Drop-boxes are located in the City Hall parking lot and at the main entrance door. These will be checked continually. City staff will continue to work the normal business hours and can be reached via phone and preferably email.
2. Effective Monday November 16th, City Hall will continue to operate all departments however any employees that can operate via remote operation will be doing so per MIOSHA mandates.
3. The Roosevelt Park Police Department will continue to operate and be staffed however the department will be restricting all person to person contact to emergency and other specific situations in the police lobby. The public is encouraged to handle all non-emergency services or requests over the phone by calling the front desk of the police department at 231-755-3721. If you need immediate assistance, please continue to call 911.
4. Any in home water/sewer related appointments will be temporarily paused and rescheduled. Building trade inspections will continue but will include social distancing and mitigation requirements including the possibility of temporary cancellation.
5. City parks and playgrounds are open with the recommendation that social distancing still occur. All City owned public restrooms will remain closed to the public until further notice.
6. Under guidance from the Muskegon County Health Department, the Community Center will not be rented to groups at this time. Rentals will be re-evaluated on January 4, 2021.
7. Meetings of all boards and the City Council may be moved to remote meetings per the current State Open Meetings Act. This could be extended via state and federal orders.

This notice is in effect as of November 16, 2020. If further recommendations and requirements are issued by local, state, or federal health officials, further action and notices will be posted to the City website, official social media pages, and on the outside of City buildings.

For any further questions regarding City operational changes please contact City Manager Jared Olson at 231-755-3721 or at jolson@rooseveltpark.org. Any healthcare related questions should be directed to the Muskegon County Health Department at 231-724-6246.