



PITTSFIELD CHARTER TOWNSHIP PANDEMIC TRANSITION PROTOCOL

Updated 06-30-2021

EFFECTIVE: JUNE 15, 2020



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INTRODUCTION

In mid-March, 2020, Pittsfield Township compiled an administrative emergency response protocol to respond to the COVID-19 pandemic. With the sudden onset of the Great Pandemic and subsequent Pandemic Orders issued by the State of Michigan, Pittsfield Township's non-emergency personnel have not missed a beat in the provision of services to our residents and businesses but have done so mostly remotely in adherence to the State's Pandemic Orders.

Communications and updates have been kept up through various channels, including ensuring 24-hour response time for all incoming calls/emails. The <http://www.pittsfield-mi.gov/covid19> webpage has been established as a central clearinghouse of information.

In May, 2020 the State of Michigan outlined six (6) stages of transition through the Great Pandemic, as noted below. Currently, at Stage 5, the Michigan Safe Start Plan, calls for defining protocols for safe workplace containment.



To that end, we have compiled this Pandemic Transition Protocol (PTP) for Pittsfield Township. This protocol document is not a policy and does not alter or abridge current Township Policies. It focuses on providing guidelines to begin providing greater physical access to non-emergency administrative services in a manner that is safe and responsible. Given the fluid nature of both the Great Pandemic and the public's response to the same, it is imperative to note that the guidelines and recommendations of the PTP may and shall be revised in order to address scenarios that revert our community to Stage 3, 2, or 1 as outlined in the Michigan Safe Start Plan above. The central focus, since March 15th 2020, has been and will remain providing for the safety and well-being of Pittsfield Township employees, residents, and businesses.

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COVID-19 PANDEMIC

Symptoms

According to the Centers for Disease Control and Prevention (CDC), symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure and can include fever, cough, shortness of breath or difficulty breathing. Other symptoms can include: tiredness, aches, runny nose, and sore throat. Some people have experienced the loss of smell or taste. The severity of COVID-19 symptoms can range from very mild to severe. Some people may have no symptoms at all.

Employees are encouraged to protect themselves and will be required to stay home if they are sick, experience symptoms of COVID- 19, or have been exposed to the virus. All employees shall immediately report to their Department Director any symptoms or exposure to the COVID-19 virus. The Department Director will coordinate with the Director of Human Resources to determine necessary precautions and actions as a result of any report of symptoms or exposure to the COVID-19 virus.

Employees who have concerns about their health during the COVID-19 pandemic are to contact their Department Director. Below is a summary and some potential accommodations for those employees who may be particularly vulnerable as determined by the Americans with Disabilities Act (ADA) and Michigan Persons with Disabilities Act (MPDA).

Employee	Details
<i>Vulnerable Workers</i>	<ul style="list-style-type: none">• Unvaccinated workers• Age 65 or older• Underlying health conditions:<ul style="list-style-type: none">✓ Diabetes✓ Chronic respiratory disease✓ Cardiovascular disease✓ Immuno-compromised✓ Hypertension✓ Pregnant or nursing mothers✓ Other condition(s) as determined by a physician
<i>If You Self-Identify as being Vulnerable</i>	<ul style="list-style-type: none">• Contact your Department Director.• Request working remotely or at a location with minimal contact, if feasible and applicable, in coordination with your Department Director.

Currently HIPAA remains in effect and all privacy rights shall be respected for Township employees during the COVID-19 pandemic period. If an employee is confirmed to have COVID-19 infection, Human Resources, in coordination with the applicable Department Director(s), will notify any potential fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality. Guidance for the below actions are provided by Washtenaw County Public Health (WCPH) and the Centers for Disease Control and Prevention (CDC).

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Exposure

Item	Details
<i>Symptoms at Work</i>	<ul style="list-style-type: none"> Employees who have COVID-19 symptoms (i.e., fever, cough, or shortness of breath) after arrival at work or who become sick during the workday shall separate themselves from other employees and visitors and immediately inform their Department Director.
<i>Illness – One or more COVID-19 symptoms</i>	<ul style="list-style-type: none"> Stay home. Immediately notify your Department Director. Contact your primary care physician.
<i>Illness – Confirmed positive COVID-19 test</i>	<ul style="list-style-type: none"> Start isolating yourself right away. Stay home except to get medical care. Stay away from everyone in your household (separate room, separate bathroom, if possible, etc.) Stay home for at least 24 hours with no fever (one full day of no fever without use of fever-reducing medication) <u>AND</u> other symptoms have improved such as cough or shortness of breath <u>AND</u> at least 10 days have passed since your symptoms first appeared. Immediately notify your Department Director so necessary actions can be taken to mitigate the risk to other individuals who may have been exposed. Tell your close contacts so they can quarantine themselves (see Contact Tracing Protocol on Page 6).
<i>Direct Contact</i> with someone who has COVID-19 symptoms, or been diagnosed with or probably has COVID-19 infection.	<ul style="list-style-type: none"> Fully Vaccinated Individuals (i.e., at least 14 days since receiving final dose of vaccine) do NOT have to quarantine as long as they have not developed ANY symptoms since their exposure. Individuals who are not fully vaccinated must quarantine for 10 days with no symptoms and you must monitor for symptoms for full 14 days after last exposure to an infected person. NOTE: At the Township's discretion an employee may be allowed to continue to work provided they remain asymptomatic and follow these guidelines: <ul style="list-style-type: none"> ✓ Daily Health Screening prior to starting work. ✓ ALWAYS wear face mask while in the workplace for 10 days after last exposure. ✓ Keep at least six feet distance from other people at work (if duties don't permit this you must stay at home). ✓ Clean and disinfect all common areas copiers, fax machines, file cabinets, bathroom, kitchen area/appliances, etc.) used by you for 10 days after last exposure.
<i>Travel</i> – Employees who travel internationally	<ul style="list-style-type: none"> Individuals who are not fully vaccinated are required to self-quarantine for 10 days with no test or 7 days with a negative test (test must happen within 3 day from travel return). If you develop symptoms or receive a confirmed positive COVID-19 test, follow steps outlined above under Item: Illness.

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<i>When You Can Return to Work Protocol</i>	<ul style="list-style-type: none"> • Employees off work for COVID-19 symptoms or positive COVID test may return to work AFTER at least 10 days have passed since symptoms first appeared and at least one day (24 hours) with no fever without the use of fever-reducing medications AND improvement of respiratory <u>symptoms</u> (e.g., cough, shortness of breath, fever. • Non-COVID-19 Health Concerns/Illness: You have an alternate diagnosis (e.g., tested positive for influenza, etc.), then criteria for return to work will be based on doctor recommendation.
<i>Close Contact Tracing</i>	<ul style="list-style-type: none"> • When a person tests positive for COVID-19 the Washtenaw Public Health Department states that an individual should go back two days (48 hrs.) from when symptoms first began, to determine who they should notified about potential exposure due to “<i>close contact</i>.” If there were no symptoms, then they should go back two days from when they took the COVID-19 test. • “<i>Close contact</i>” is defined as: “Within six feet of someone who tested positive for a cumulative 15 minutes or more within a 24-hr. period.” • Any <u>non-vaccinated</u> individual who had “<i>close contact</i>” with another individual who tested positive for COVID-19 must quarantine for 10 days and monitor for symptoms for full 14 days from last contact with infected person. • A negative COVID-19 test (or more than one negative COVID-19 test) does not release the person from quarantine. • If the person who is quarantined (due to “<i>close contact</i>”) lives with other individuals in their residence, the other individuals do NOT need to quarantine ... UNLESS the person who was quarantined develops symptoms.

Prevention

Recommended Prevention Measures

- Get the COVID-19 Vaccination. Prevention measures for individuals who are fully vaccinated are not needed or required.
- Stay home when you feel sick.
- Practice good hygiene: wash your hands frequently, cover your mouth when coughing, etc.
- Follow all safety policies.
- Report any concerns of unsafe working conditions to either the Director of Building Services or the Director of Human Resources, as applicable.
- Employees who are not Fully Vaccinated must wear a mask, keep a 6-foot distance from others, complete daily self-health assessments, and follow all preventative measures.
 - ✓ Safety Levels assume the recommended prevention measures are followed both by the individual and the venue (if applicable).
 - ✓ CDC cannot provide the specific risk level for every activity in every community. It is important to consider your own personal situation and the risk to you, your family and your community before venturing out if you are unvaccinated.

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Per the CDC, if you are not fully vaccinated, covering your mouth and nose with a face covering helps prevent the spread of COVID-19. Masks are **REQUIRED** for any Township employee who has not been fully vaccinated, in accordance with MIOSHA and OSHA guidelines, in any indoor public space. Masks are recommended for both vaccinated and unvaccinated individuals for group activities or large gatherings that include unvaccinated individuals as part of the group.

Unvaccinated People



Safest



Safe



Less Safe



Least Safe

Example Activities

- Walk, run, wheelchair roll, or bike outdoors with members of your household
- Attend a small, outdoor gathering with fully vaccinated family and friends
- Attend a small, outdoor gathering with fully vaccinated and unvaccinated people
- Dine at an outdoor restaurant with friends from multiple households
- Visit a barber or hair salon
- Go to an uncrowded, indoor shopping center or museum
- Attend a small, indoor gathering of fully vaccinated and unvaccinated people from multiple households
- Attend a crowded, outdoor event, like a live performance, parade, or sports event
- Go to an indoor movie theater
- Attend a full-capacity worship service
- Sing in an indoor chorus
- Eat at an indoor restaurant or bar
- Participate in an indoor, high intensity exercise class

Fully Vaccinated People



Safest



Safest



Safest



Safest

Keys to Prevention Steps



Safest

= Prevention Measures Not Needed



Less Safe

or



Least Safe

= Take Prevention Measures

Updated 06-30-2021

Mask Up, Mask Right if you're not fully vaccinated

Research shows that masks can greatly reduce the chance of spreading COVID-19, especially when approximately 40% of those who have COVID-19 may be asymptomatic. We can only contain the virus and keep Michigan open if everyone stays careful and masks up when they leave home, whether they feel sick or not.

How to Put On A Mask Properly

1. Wash hands with soap and water or use hand sanitizer before handling the mask.
2. Place mask over your face with your hand so that both your mouth and nose are covered.
3. Do not wear the mask under your chin.
4. Putting on masks:
 - a. N95/KN95: Place top strap on crown of head and bottom strap at base of neck.
 - b. Surgical masks/cloth face covering: Secure top tie on crown of head and bottom tie at base of neck. If mask has loops, hook them around your ears.

How to Take Off a Mask Properly

1. Do not touch the front of the mask.
2. Tilt head forward.
3. Taking Off masks:
 - a. N95/KN95: Remove bottom strap and bring carefully over your head. Grasp top strap and bring over the head, and then pull away from the face. Store in brown bag or discard if soiled
 - b. Surgical masks: Untie/unhook from ears and pull away from face without touching mask. Store in brown bag or discard if soiled
4. Wash hands with soap and water or use hand sanitizer after handling the mask

General Prevention Measures Procedures

Township staff must collectively work together to play their part in ensuring the safety of our facilities and avoiding the spread of the virus. The following general procedures shall remain implemented for all employees who are not fully vaccinated. Spray bottles with disinfectant solutions and paper towels will be provided and placed next to shared equipment and/or appliances (such as copies, fax machines, postage meters, microwaves, dishwasher, etc.). Employees will be required to wipe down after each use of shared equipment. Employees will also be responsible for disinfecting their personal work areas (phones, keyboards, desk drawers, file cabinet doors, etc.) on a regular basis.

Township employees that are not fully vaccinated will be required to complete a daily health self-assessment prior to coming to work and entering a Township building or facility. Fully vaccinated employees will no longer be required to complete a daily health self-assessment but are required to monitor for COVID-19 symptoms and will be required to stay home if any develop.

Each employee who is not fully vaccinated will be provided with face masks, hand sanitizers, and other PPE as needed. Employees who are not fully vaccinated will also be required to keep a six-foot distance between themselves and others whenever possible.

Any unvaccinated consultants or contractors who works in a Township building/facility must follow all the guidelines and protocols outlined in this document.

Item	Details
<i>Personal Protective Equipment (PPE)</i>	<ul style="list-style-type: none"> • Department Directors are responsible for ensuring unvaccinated employees follow requirements for wearing PPE and following PPE protocols. • Department Directors will monitor supply of PPE for their team and ensure supply of necessary PPE items are available to Employees. • Department Directors will coordinate with Director Harshberger to obtain necessary supplies.
<i>Consultants/ Contractors and PPE</i>	<ul style="list-style-type: none"> • All unvaccinated consultants/contractors must complete a daily health assessment and wear appropriate PPE per the protocols listed in this document in order to work in a Township facility. Consultants/contractors are required to provide their own PPE when possible. Fully vaccinated consultants/contractors are not required to wear a face covering to enter the building. • All consultants that work onsite on a regular basis must acknowledge receipt and understanding of the Pittsfield Township Pandemic Transition Plan. • Each Department is responsible for ensuring their consultants/contractors follow the PPE protocol.

ADMINISTRATIVE SERVICES

Physical Space Accommodations

Item	Details
CONFERENCE/MEETING ROOMS	
<i>Fully Vaccinated Employees</i> <ul style="list-style-type: none"> • No extra safety measures are required. 	<i>Unvaccinated Employees</i> <ul style="list-style-type: none"> • Whenever possible, use a virtual option to conduct meetings such as Teleconferencing, Skype, WebEx, Zoom, etc. • Only allowed in rooms where physical distancing can be practiced (i.e., six-foot distancing) • Face Masks are still encouraged even with physical distancing is available.
GENERAL OFFICE AND WORKSTATION SPACES	
<i>Fully Vaccinated Employees</i> <ul style="list-style-type: none"> • Hand Sanitizers are located at Employee and Public entryways • Open, non-touch trash and recycling bins have been provided throughout each facility • Responsible for cleaning their workstations. 	<i>Unvaccinated Employees</i> <ul style="list-style-type: none"> • Hand Sanitizers are located at Employee and Public entryways • Open, non-touch trash and recycling bins have been provided throughout each facility. • Responsible for cleaning their workstations. • Plexiglas barriers have been installed in appropriate areas, primarily in areas where the public is being served or workspaces are not six or more feet apart.

GENERAL WORKSPACE AND BUILDING CLEANING

Fully Vaccinated Employees

- Departments who provide services at the front counters are responsible for cleaning counters throughout the day/after transactions have occurred at a counter.
- The Township will ensure proper cleaning chemicals and PPE are used by third party cleaning services for cleaning and disinfecting and they abide by all CDC guidelines for cleaning.
- If there is a suspected case of COVID-19 in the facility, the Township has contracted with a third party to provide disinfecting cleaning per CDC guidelines. If more than 2 days (48 hours) since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Unvaccinated Employees

- Departments who provide services at the front counters are responsible for cleaning counters throughout the day/after transactions have occurred at a counter. Spray disinfectant solution and paper towels are provided.
- Unvaccinated employees who use shared equipment are responsible for wiping down areas they have touched AFTER each use.
- Spray bottles with disinfectant solution and paper towels are provided for wiping down/cleaning shared equipment/production areas. Spray the disinfectant on the surface and wipe down with paper towel or let it sit to dry. If left to dry, it may take 5-10 minutes to dry but is considered a more effective way to disinfect.
- The Township will ensure proper cleaning chemicals and PPE are used by third party cleaning services for cleaning and disinfecting and they abide by all CDC guidelines for cleaning.
- If there is a suspected case of COVID-19 in the facility, the Township has contracted with a third party to provide disinfecting cleaning per CDC guidelines. If more than 2 days (48 hours) since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

EMPLOYEE WORK AREAS

Fully Vaccinated Employee

- Employees are responsible for cleaning their individual workspaces using disinfectant.
 - ✓ Phone
 - ✓ Keyboard + mouse
 - ✓ Desk surface and drawers
 - ✓ Chair arms and others surfaces touched regularly
 - ✓ For employees with their own office – light switches and door handles
- Hand Sanitizer are provided for all employee desks/work areas
- Spray bottles with disinfectant solution and paper towels are provided for wiping down/cleaning shared equipment/production areas.

Unvaccinated Employees

- Employees are responsible for cleaning their individual workspaces using disinfectant.
 - ✓ Phone
 - ✓ Keyboard + mouse
 - ✓ Desk surface and drawers
 - ✓ Chair arms and other surfaces touched regularly
 - ✓ For employees with their own office – light switches and door handles
- Employees will discontinue handshakes and close contact greetings.
- Hand Sanitizer are provided for all employee desks/work areas
- Spray bottles with disinfectant solution and paper towels are provided for wiping down/cleaning shared equipment/production areas.
- Employees will refrain from traveling through other staff areas where applicable and be mindful of physical distancing throughout their entire shift.

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RECEPTION/PUBLIC AREAS	
<p><i>Fully Vaccinated Employees</i></p> <ul style="list-style-type: none"> Employees serving the front counters are required to wipe down/disinfect areas throughout the day and after each transaction with the public. Spray disinfectant solution and paper towels are provided. 	<p><i>Unvaccinated Employees</i></p> <ul style="list-style-type: none"> Clear Plexiglas barriers have been installed in reception/transaction sites Floor markings have been placed to promote physical distancing Hand sanitizers and facial tissue have been placed at all reception/public areas Employees serving the front counters are required to wipe down/disinfect areas throughout the day and after each transaction with the public. Spray disinfectant solution and paper towels are provided.
VEHICLE USAGE	
<p><i>Fully Vaccinated Employees</i></p> <ul style="list-style-type: none"> No extra safety measures are required. 	<p><i>Unvaccinated Employees</i></p> <ul style="list-style-type: none"> Only one employee to a vehicle where possible. If two or more individuals are in the same vehicle, masks are required to be worn unless all individuals are fully vaccinated. Disinfectant spray and paper towel are provided for cleaning after each use. Employees must disinfect the vehicle's interior (and outside door handles), including steering wheel, seat, door and door handle, window, exterior door handle and any other high touch areas.

Service Delivery Accommodations

Use and rental of Township buildings/facilities - with the exception of Park pavilions and athletic fields - by members of the public for non-Township related businesses is suspended until further notice.

Designated Worksite Supervisor:

6201 W. Michigan Avenue:
701 W. Ellsworth Road:
6227 W. Michigan Avenue:
4467 Concourse Dr:

Kurt Weiland, Director of Building Services
Tina Lloyd, Community Coordinator
Matt Harshberger, Director of Public Safety
Billy Weirich, Director of Utilities

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EMPLOYEE RESPONSIBILITIES	
<p><i>Fully Vaccinated Employees</i></p> <ul style="list-style-type: none"> • Must sign COVID-19 acknowledgement form (one time only to acknowledge receipt). • Must provide proof of vaccination to Human Resources to be placed confidentially in medical file. • Must monitor for COVID-19 symptoms listed on the self-health assessment and stay home if any symptoms develop but are not required to submit daily self-health assessments. 	<p><i>Unvaccinated Employees</i></p> <ul style="list-style-type: none"> • Must sign COVID-19 acknowledgement form (one time only to acknowledge receipt). • Must take and log their temperature each day and complete the self-health assessment online (intranet) and submit to their Department Director. • If you do not feel well, you should stay home

PANDEMIC TRANSITION PROTOCOL COMMITTEE

The Supervisor has established a Pandemic Transition Planning Committee. The Committee will comprise of Trustee Yameen Jaffer, the Building Director (Kurt Weiland), Human Resources Director (Patricia Denig), Community Development Director (Jessica West), a Clerk's Office representative (Tracy Watkins), the Treasurer (Patricia Tupacz Scribner) or Deputy Treasurer (Orna Angus), and a Parks & Recreation representative (Tina Lloyd).

The Committee shall meet at least once/week, beginning June 15, 2020 through July 31, 2021 and then bi-monthly or monthly as needed thereafter to evaluate the effectiveness of the guidelines outlined in this document. Based on these evaluations, the Committee will make recommendations for changes in guidelines to the Supervisor and an update/amendment to the Pandemic Transition Protocol document. This ongoing evaluation and revision process are essential given the fluidity of the pandemic and need for flexibility in accommodating for the same.

Furthermore, this continual revision and update process will allow Pittsfield Township to implement a phased-in transition that protects the safety and well-being of our employees, residents, businesses, and all other stakeholders. This document, and all future updates, will be made available to everyone through regular public outreach platforms in addition to being downloadable from:

<http://www.pittsfield-mi.gov/covid19>

Appendix: Develop Department Work Plans to Minimize Risk

Each Department Director shall evaluate the needs of their department, the safety of their employees, and the needs of the public/customers. It is anticipated that the return to full staffing at all Township facilities and the introduction of staff and the public to facilities will occur in phases and follow the recommendations and orders issued from the County, State and Federal governments. The goal is to proactively plan for resuming business and to safely reintroduce the staff into the facility.

As Departments developing their Work Plan should take the following consideration:

- *Identify Functions.* What functions can be administered remotely and which must occur at a Township facility. Which functions can be administered and how can they be administered when a facility is closed to the public, if the public has restricted access, and when the public has unrestricted access. Workflow and work plans for employee assignments must be developed that will satisfactorily provide public service under these various work conditions.
- *Evaluate Department Layout and Staffing Needs.* Can all employees be at their assigned work areas at one time and achieve social distance standards? Department Heads will need to determine if staggering employees at home and in the office would help accomplish a safe distance between employees. Consideration shall be given to alter the workday shifts (vary start/end times or extend workdays/shifts to eliminate a shift). This may also require a relocation or reengineering of an employee's workstation.
- *Identify Department Equipment Needs.* For those functions that can occur remotely, Department Directors shall identify their equipment needs and create employee work-at-home plans to ensure all department functions are being addressed by each employee. The work plan will include the methods of obtaining additional equipment, instructions, and work documentation for completing all responsibilities. The work plan will include defined dates/times for when employees are expected to obtain the equipment, instructions, and work documentation.
- *IT Needs.* Department Directors shall coordinate all technological equipment needs with the Township Information Technologies Department. Personal laptops can be given secured connections into a user's desktop work computer therefore providing the user access to all network and local drives and the programs the user is accustomed to utilizing for their everyday responsibilities. Additionally, the Township has the ability to forward landline phone calls to other phone lines such as cell phones or home phones.
- *Identify Department Cleaning and Sanitization Process and Needs.* Department Directors shall be responsible for ensuring their staff are implementing the required procedures for their workspaces and department. Replenishment of supplies should be coordinated through the Building Services Department or Human Resources.
- *Develop an Absenteeism Strategy.* Department Directors will evaluate operation plans in case absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools. Prepare to institute flexible workplace and leave policies. Cross-train employees where applicable to perform essential functions so the workplace can operate even if key employees are absent. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.



Pittsfield Charter Township

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Website: www.pittsfield-mi.gov

Office of the Supervisor

Appendix: Special Events and Parks & Recreation Programming

Special Events

- Family Scavenger Hunt – July 1 – 31, Pittsfield Parks and Greenways
- Pedal Pittsfield – July 17, Lillie South, 9:00-11:00am
- Health Fair – September 21, Community Center, 9:00am-12:00pm
- Creatures of the Night – October 22, Lillie South, 6:00-7:00pm

Parks

- All Township Parks remain open, dawn – dusk
- Public restrooms and play structures at the Parks have been re-opened
- Pavilion and athletic play field rentals have resumed, subject to adherence with safety protocols

Recreation

- All youth programming has resumed.
- Day Trips are on hold
- Outdoor adult/senior programs - bingo, writers' group, cardio drumming, bridge, men's group
- Indoor exercise adult/senior programs – yoga, line dancing, acupuncture, exercise with Karen
- Virtual programs – Book club, Senior Strong, Financial Presentations, Cooking with StoryPoint

*All programs subject to adherence with safety protocols please see [Community Center Opening Plan](#)

For information, please contact recreation@pittsfield-mi.gov or 734-822-2120.

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