

# Ann Arbor SPARK

2021 Report

Pittsfield Township

January 1, 2021 – December 31, 2021



Ann Arbor SPARK will advance the economy of the Ann Arbor region by establishing it as a desired place for innovation, business location and growth, and for talented people to live and work. The Ann Arbor region will be recognized for its academic, business, and community resources, and its collaborative culture.

<https://annarborusa.org/>

# FY 2021 Washtenaw County Highlights

 **12**  
PROJECT  
SUCCESSSES

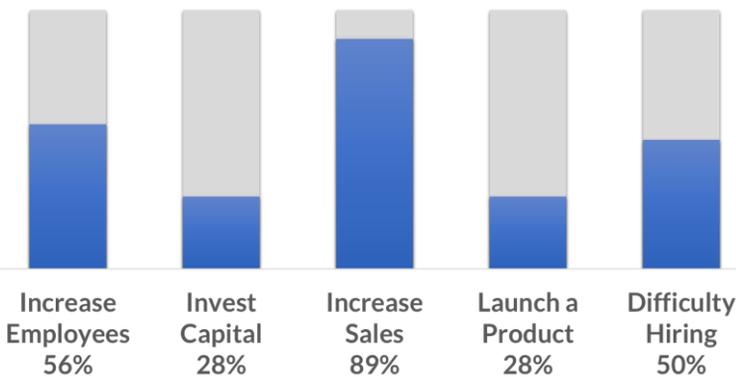
 **930**  
NEW  
JOBS

**3X** INCREASE  
IN SITE  
PROPOSALS  


## TOTAL INVESTMENT

 **41,064,341**

In the next year\*, companies in Washtenaw County are planning to:



\* As of last contact – data collected during growth calls in 2021

## TESTIMONIALS

“SPARK is the only one that tried to make sure we'd integrate into the community.”

“I just wanted to thank you again for the grant you gave to my business last year. I was so in shock when the person from your office called me that I'm not sure I even said thank you! You really made a difference, and I am so thankful.”

## PITTSFIELD TOWNSHIP OVERVIEW

From 2011 – 2021, Ann Arbor SPARK has announced **47 project successes** in Pittsfield Township. These projects have brought more than **\$105 million in total company investment**, **retained 2,208 jobs**, and **introduced 1,500 new jobs** to the area.

Looking forward into 2022 and beyond, SPARK is committed to achieving economic success in communities throughout Washtenaw County.

 **18**  
GROWTH  
CALLS

cumulative # of full-time employees at companies in Pittsfield Township called by SPARK in 2021:

 **2,993**  
FTEs



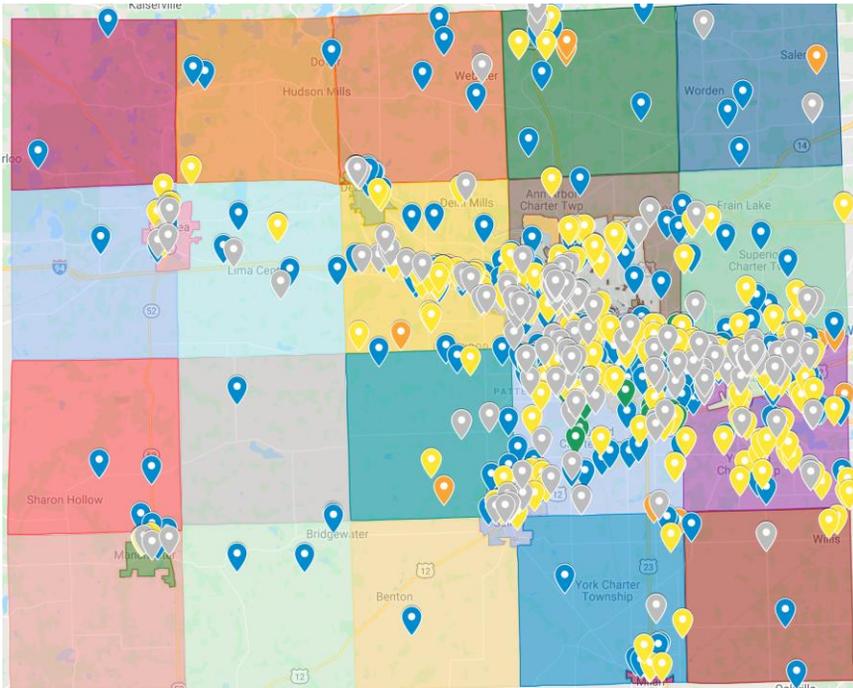
# Ann Arbor SPARK

## Business Development Mission

Maximize job creation and capital investment by growing the region's GDP through the retention and expansion of established driving industry companies that sell goods and services outside the Ann Arbor region, and through the targeted attraction domestically and internationally of similar companies that could succeed in our region.



# COVID Small Business Grants Washtenaw County Overview



**MAP KEY - COVID-RELIEF FUNDS  
DISTRIBUTED IN WASHTENAW  
COUNTY**

- Blue = Washtenaw Emergency Relief Fund (local)
- Green = Pittsfield Township Grant (local – township only)
- Orange = Michigan Small Business Relief Program (state)
- Yellow = Michigan Small Business Restart Program (state)
- Gray = Michigan Small Business Survival Program (state)

*The review committees for these programs were comprised of staff from Ann Arbor SPARK, WCC's Entrepreneurship Center, Washtenaw County's Office of Community and Economic Development, Washtenaw County Racial Equity Office, and advisory review from the Small Business Development Center.*

## Grant Activity

### Michigan Small Business Survival Program Washtenaw County Totals

**200**

Survival Grants  
Awarded

Grants ranged  
between

\$7,500 - \$10,000

**\$1.6 M**

Funding  
Disbursed

SPARK would like to thank the review committee for the Michigan Small Business Survival Grant, especially those from Washtenaw County's Office of Community and Economic Development, Washtenaw County's Racial Equity Office, WCC's Entrepreneurship Center, and the advisory review from the Small Business Development Center.

**Since March 2020, Ann Arbor SPARK has deployed \$6.33 million in grants to 990 companies registered in Washtenaw County.**

# COVID Small Business Grants

## 2021 Pittsfield Township Grant Activity

### Michigan Small Business Survival Program

**21**

Survival Grants  
Awarded

Grants ranged  
between

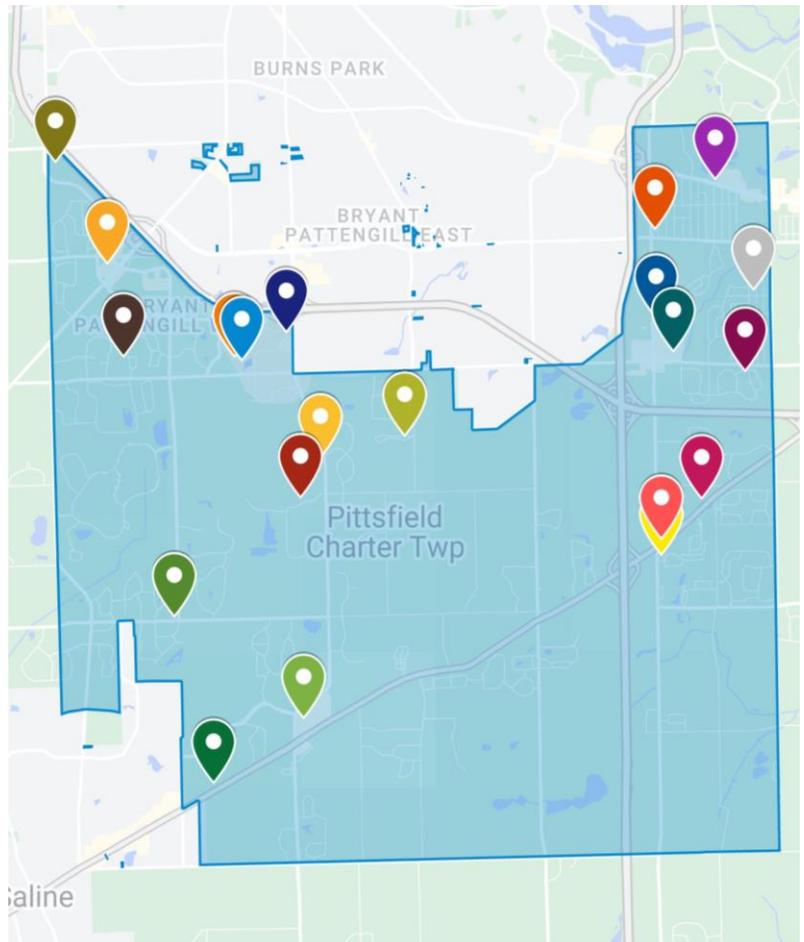
\$7,500 - \$10,000

**\$175k**

Funding  
Disbursed

**2021 Michigan Small Business Survival Grants were awarded to the following companies in Pittsfield Township:**

1. 4 stars Limo Service, LLC
2. A2 Black Belt LLC
3. All Out Fitness Holistic LLC
4. Ann Arbor Figure Skating Club
5. Applied Fitness Solutions
6. AYANA
7. Dorian Deaver LLC
8. Eden Bilingual Childcare
9. Final Round Training Ctr.
10. Gingerbread House
11. Godaiko Ann Arbor Inc.
12. Harvest Moon Café
13. IHOP 3110
14. Kidopolis LLC
15. MiLife Sports
16. Oscar's Sports & Grill
17. Pittsfield Robin, Inc.
18. Randazzo Dance, LLC
19. Saline Flowerland
20. Schmidt's Antiques Inc
21. Woolridge Cleaning Assoc.



## Pittsfield Township Project Success

# Wacker Chemical Corporation establishing North American Innovation Center & Regional Headquarters in Pittsfield Charter Township

Wacker Chemical Corporation (WACKER) broke ground in December 2020 on their new North American Innovation Center & Regional Headquarters in Pittsfield Charter Township. The new building will house its North American headquarters and R&D operations, the Michigan Economic Development Corporation announced in October 2020. The project is expected to create 70 high-paying, high-skilled jobs.



The new Innovation Center & Regional Headquarters will serve as a leading-edge location for advanced R&D activities and enhanced employee collaboration, allowing the company to tap into the local pool of highly-qualified personnel who have scientific backgrounds in various disciplines and supporting WACKER's long-term growth plans in the state. The building capacity of more than 300 employees will include those who will relocate from WACKER's current regional headquarters in the city of Adrian as well as up to 70 new jobs to be added in the next five years. WACKER will continue production of elastomers, silicone fluids and silicone emulsions at its existing Adrian operations, with approximately two-thirds of the current employees remaining there.

The new headquarters project is expected to create 70 highly paid jobs and generate a total private investment of \$51 million, resulting in a \$1 million Michigan Business Development Program grant from the Michigan Strategic Fund. Michigan was chosen for the North American Innovation Center & Regional Headquarters over competing sites in Tennessee and Ohio. WACKER offers a robust on-the-job training program, with both internal and external opportunities for advancement. The company is also actively engaged with schools and universities and has supported a successful internship program to provide hands-on opportunities to students.

"We are excited to move forward with our Innovation Center and Regional Headquarters to be located within Michigan," said WACKER President & CEO David Wilhoit. "Our new facility will enable future growth in the state and serve as an important anchor for our operations across North America. This area is one of the nation's leading communities for R&D. We look forward to networking with, and recruiting from, this highly educated and skilled talent base."

Pittsfield Charter Township has offered a 50-percent property tax abatement in support of the project. [Learn more about careers with Wacker Chemical Corporation.](#)

"Ann Arbor SPARK has worked with WACKER for more than four years, helping the company locate its R&D facility here, where it has access to the technical talent it needs to advance its business," said Paul Krutko, president and CEO of Ann Arbor SPARK. "WACKER has remained steadfast in its desire to stay in this region, despite attractive offers from other states vying for the company to relocate. All around, it's gratifying to see this project advance and for WACKER to break ground on a permanent home in Pittsfield Township. Ann Arbor SPARK will continue to support WACKER's future growth, especially as it works to hire workers at this new location."



# Contact Details

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[phil@annarborusa.org](mailto:phil@annarborusa.org)  
734-527-9176



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# WASHTENAW COUNTY BARRIER BUSTERS NETWORK

2021 BY THE NUMBERS



OFFICE OF COMMUNITY &  
ECONOMIC DEVELOPMENT

*Collaborative solutions for a promising future*

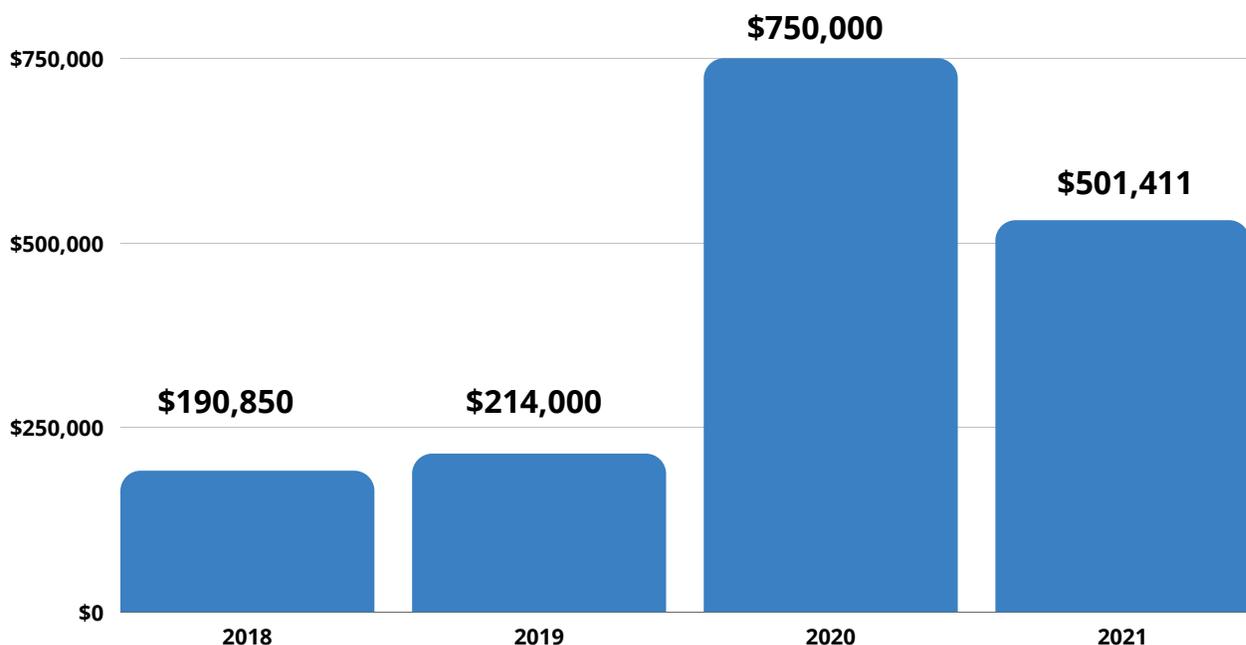
# OVERVIEW

Barrier Busters is a group of 100+ social service providers committed to improving services and responding to emergencies for Washtenaw County residents in need. Member agencies have access to the "Barrier Busters Emergency Unmet Needs" Fund - public and private funds that provide social workers, case managers, and other direct service providers access to emergency assistance funds for clients.

Barrier Busters Unmet Needs Fund is intended to assist residents with one-time emergency funding to prevent a cascading situation. Thus, it provides agencies an efficient way to prevent evictions and utility shut-offs; and assist with other emergency costs that threaten residents' housing and financial stability. This initiative and fund are coordinated by the Washtenaw County Office of Community and Economic Development (OCED).

Prior to 2018, annual funds ranged between \$200-300K depending on additional allocations from local foundations. In 2020, there was a large increase in the number of funds received for the initial pandemic response, with \$750,000 to support **Washtenaw County residents. Barrier Busters received more than \$500,000 in funding for 2021.**

## EXPENDITURES: 2018 - 2021



*Thank you to the funders who have increased contributions to Barrier Busters during COVID-19 including Washtenaw County, City of Ann Arbor, City of Ypsilanti, Pittsfield Township, Ann Arbor Area Community Foundation, United Way of Washtenaw County, Michigan Community Action, and individual donors.*

# COMMUNITY IMPACT



OFFICE OF COMMUNITY &  
ECONOMIC DEVELOPMENT

*Collaborative solutions for a promising future*

— “

Funding like this has been very helpful to my family. I'm a single mother, raising three children, and sometimes, there is just not enough money to cover everything. To know there is community help for those in need is very reassuring to a parent like myself. Thank you for all of your help and dedication.

*- Ciera Billups | Washtenaw County Resident*



— “

An agency client, who has been living with a spinal cord injury for many years, required new assistive technology equipment, which was crucial to maintain independence, as his injury caused significant reduction in hand functions. With funding support from several local agencies and the Barrier Busters Network, he is able to operate TV buttons, open doors, and adjust the height of his hospital bed using voice command.

*- Eleanor Chang | Ann Arbor Center for Independent Living*

# 2021 HIGHLIGHTS



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## IMPACT

**41%**

of total request in 2021 supported Black households, compared to 38% (an increase of 3%) in 2020.

**70%**

of total requests in 2021 supported households located in zip codes 48197 and 48198, comparable to 71% in 2020.

**55%**

of total requests in 2021 went toward utility assistance, compared to 36% in 2020 (an increase of 19%) in 2020.

**35%**

of total requests in 2021 supported immigrant households, compared to 47% (decrease of 12%) in 2020

## TOP REQUESTS

Jurisdiction	Number of Requests	Assistance Provided
Ypsilanti Township	<b>352</b>	<b>\$197,394</b>
City of Ypsilanti	<b>177</b>	<b>\$113,504</b>
Pittsfield Township	<b>149</b>	<b>\$60,712</b>
City of Ann Arbor	<b>132</b>	<b>\$87,004</b>
Superior Township	<b>57</b>	<b>\$25,260</b>

# WHO WE SERVED

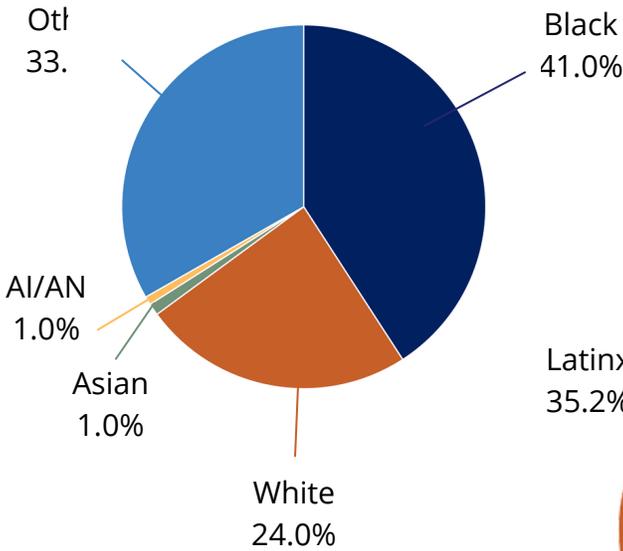


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*Collaborative solutions for a promising future*

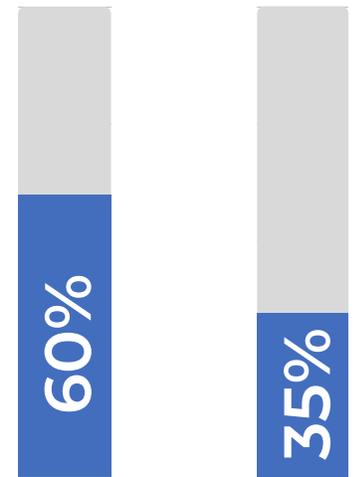
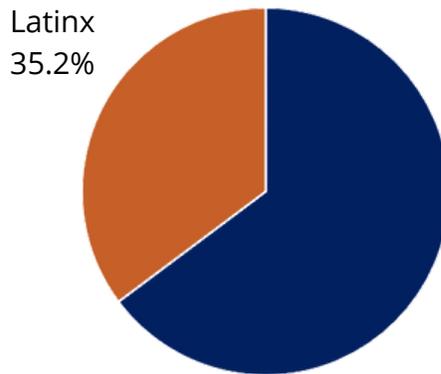
## DEMOGRAPHICS

**951**  
 Total Requests Funded  
**\$530,464**  
 Total Assistance Provided

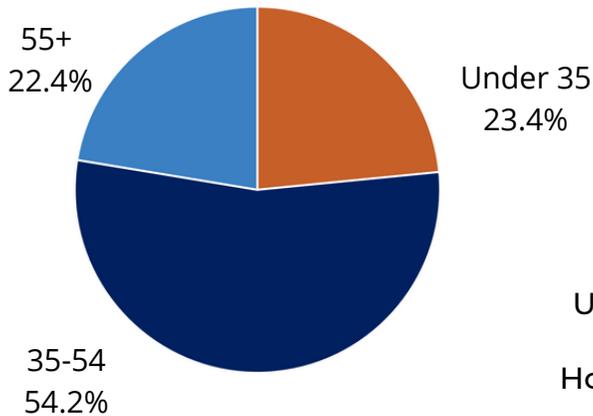
### RACE



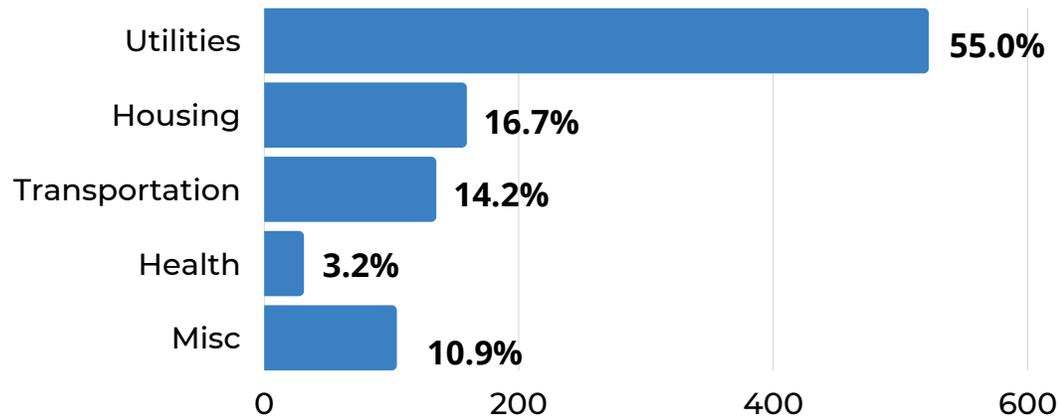
### ETHNICITY



### AGE



## TYPES OF REQUESTS

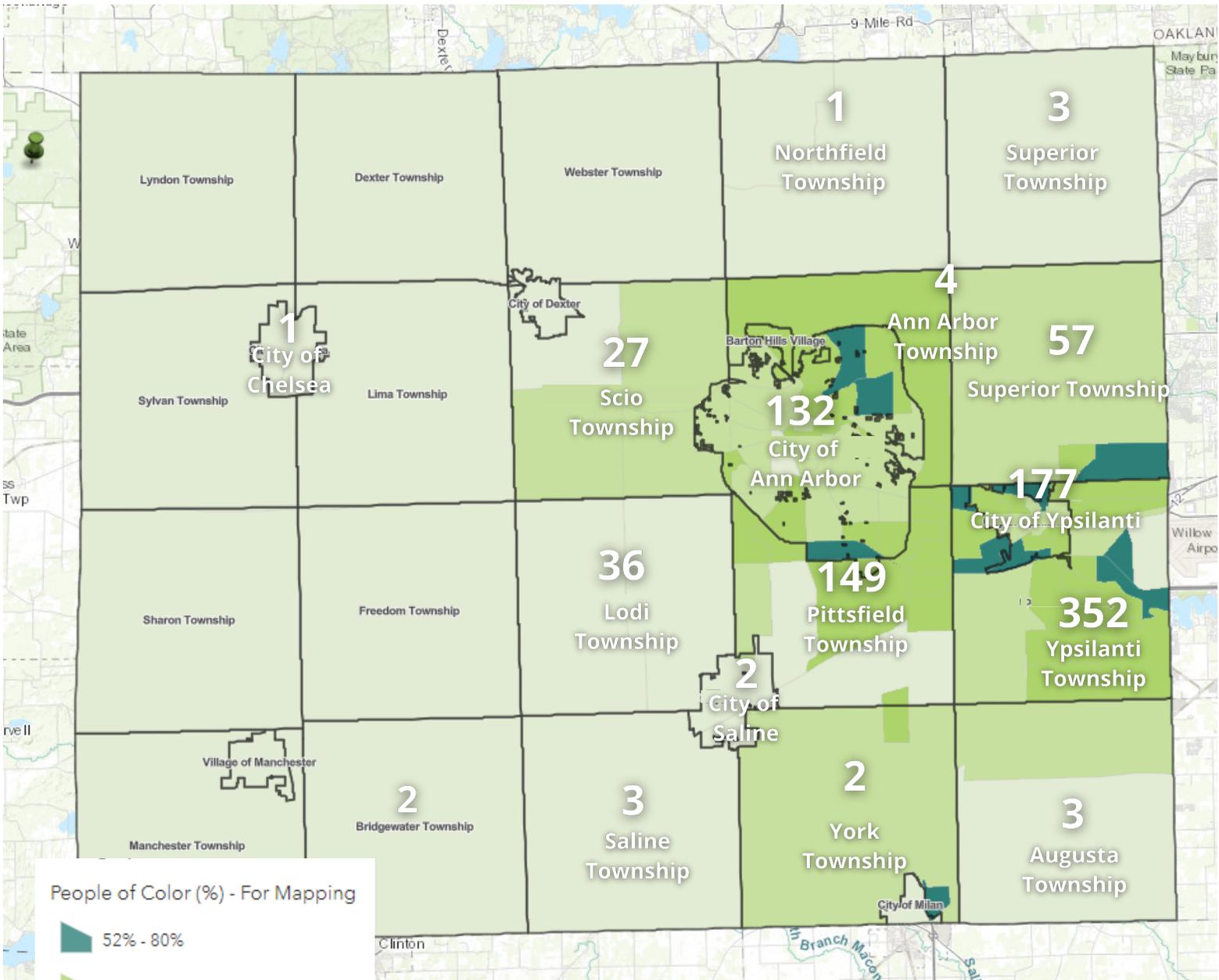


# WHERE WE SERVED



OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT  
*Collaborative solutions for a promising future*

## REQUESTS ON THE MAP



People of Color (%) - For Mapping

- 52% - 80%
- 31% - 52%
- 15% - 31%
- 0% - 15%
- Not reported

Source: Washtenaw County Opportunity Index Demographic Data | [opportunitywashtenaw.org](http://opportunitywashtenaw.org)



## YPSILANTI TOWNSHIP REPORT

**352**

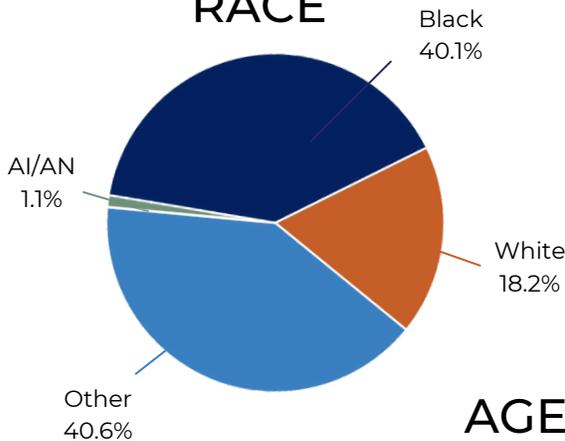
Total Requests Funded  
*37.0% of Countywide Requests*

**\$197,394**

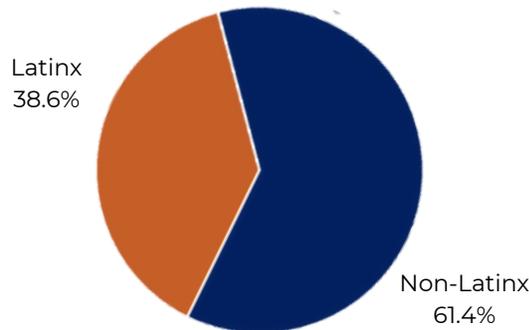
Total Assistance Provided  
*37.2% of Countywide Funds*

### DEMOGRAPHICS

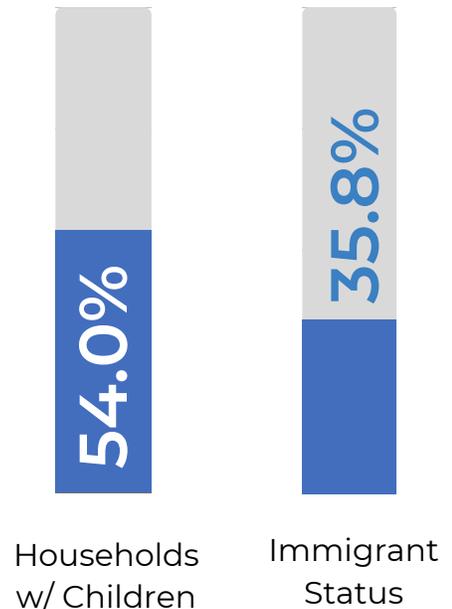
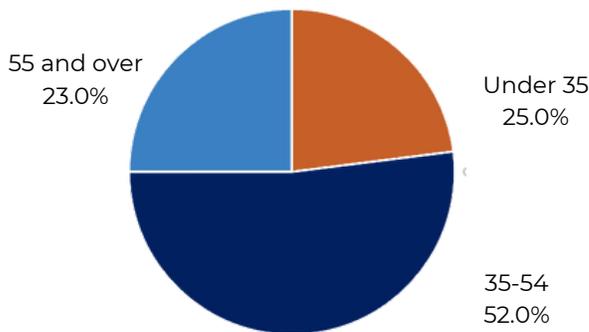
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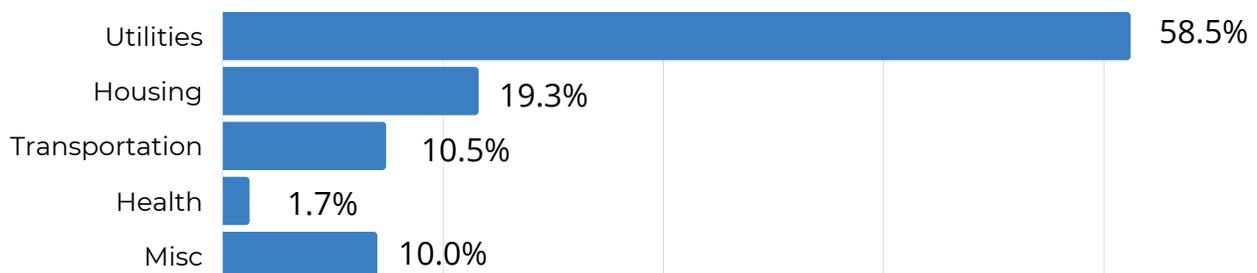
#### ETHNICITY



#### AGE



### REQUEST TYPES





## CITY OF YPSILANTI REPORT

# 177

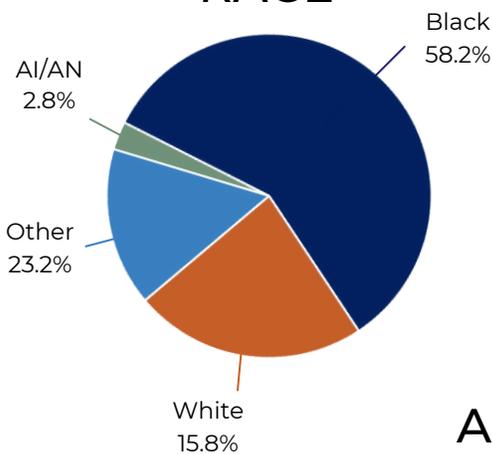
Total Requests Funded  
*18.6% of Countywide Requests*

# \$113,504

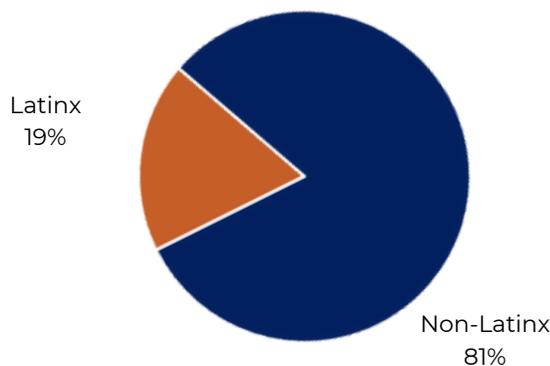
Total Assistance Provided  
*21.4% of Countywide Funds*

## DEMOGRAPHICS

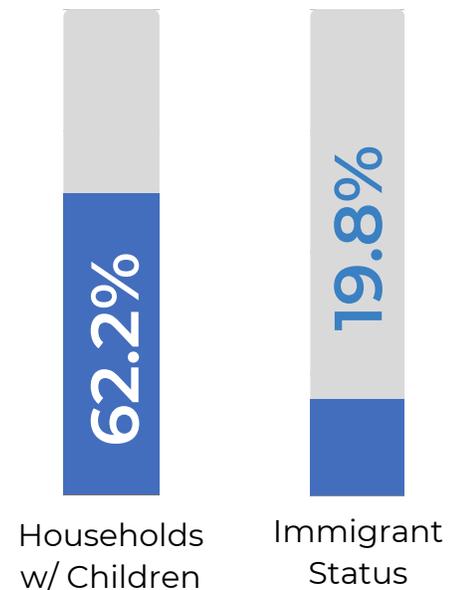
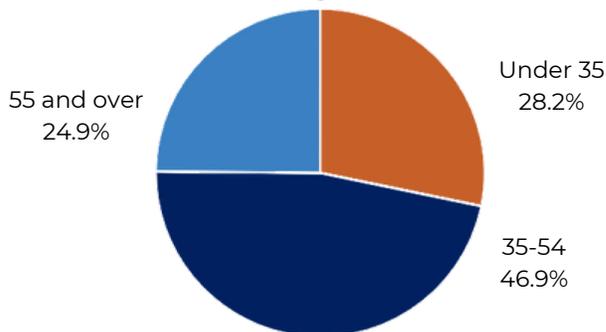
### RACE



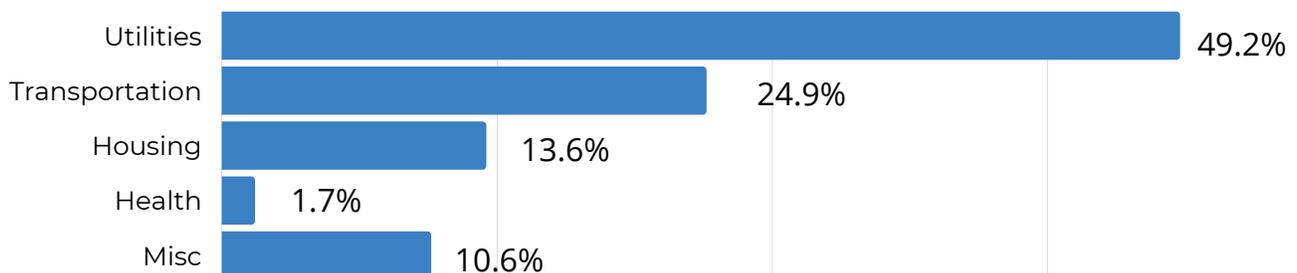
### ETHNICITY



### AGE



## REQUEST TYPES





## PITTSFIELD TOWNSHIP REPORT

149

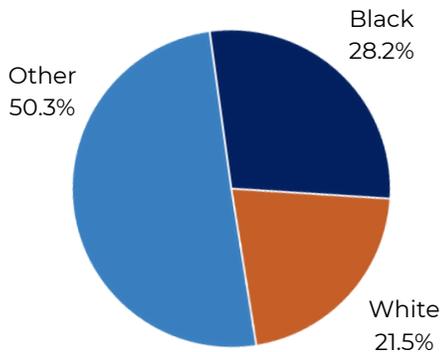
Total Requests Funded  
*15.7% of Countywide Requests*

\$60,712

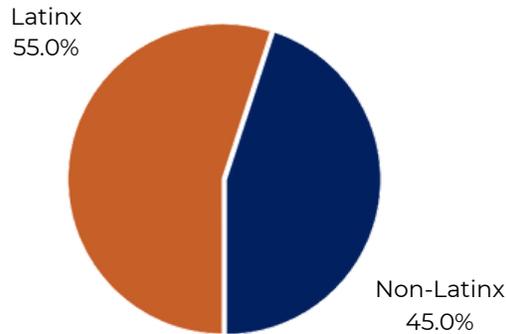
Total Assistance Provided  
*11.5% of Countywide Funds*

### DEMOGRAPHICS

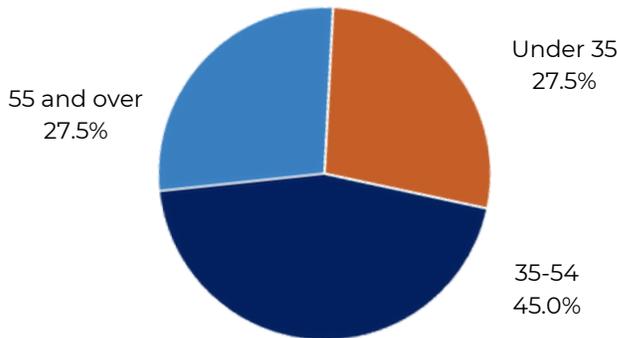
#### RACE



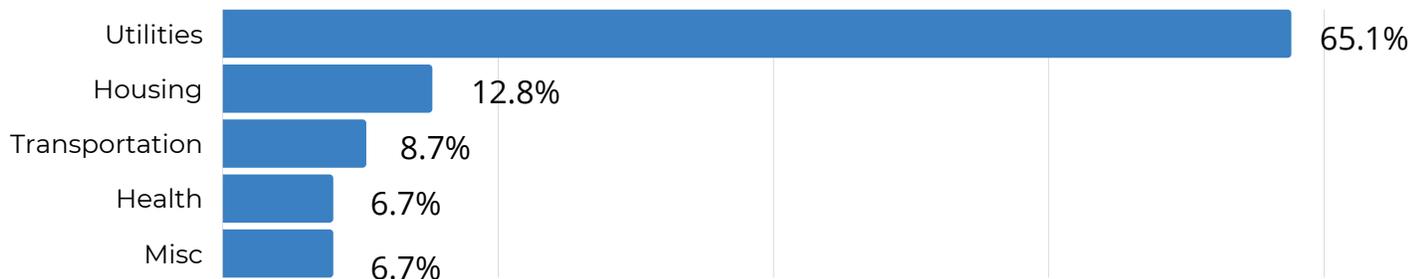
#### ETHNICITY



#### AGE



### REQUEST TYPES





**CITY OF ANN ARBOR REPORT**

**132**

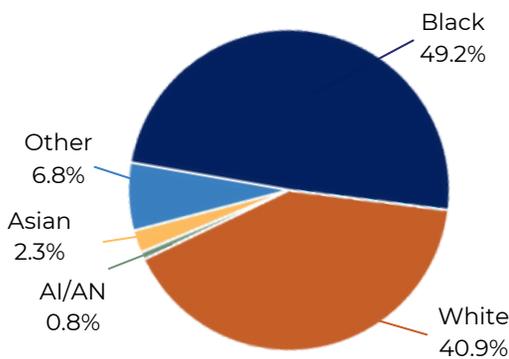
Total Requests Funded  
*13.9% of Countywide Requests*

**\$87,004**

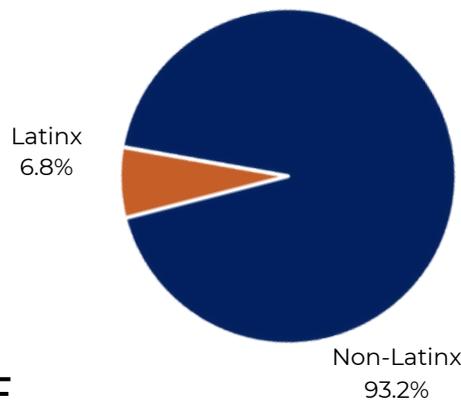
Total Assistance Provided  
*16.4% of Countywide Funds*

**DEMOGRAPHICS**

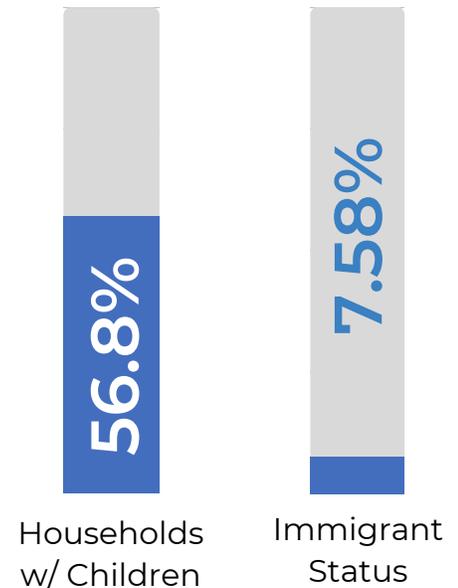
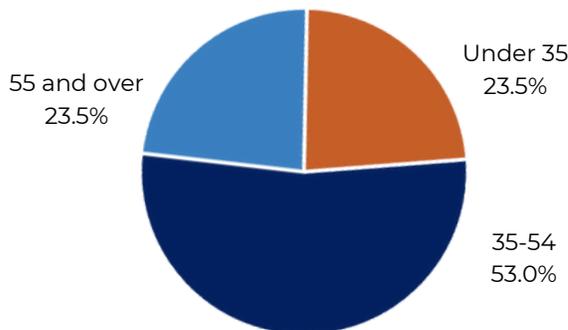
**RACE**



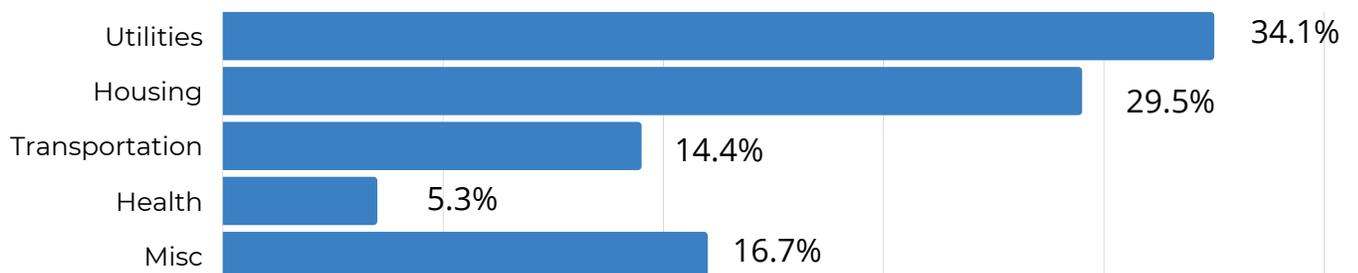
**ETHNICITY**



**AGE**



**REQUEST TYPES**



MLive

## Pittsfield Township returns \$1M grant for new pathway south of Ann Arbor

By Lucas Smolcic Larson – April 2, 2022



A mini van passes through a roundabout at the intersection of State and Ellsworth roads in Pittsfield Township on Friday, October 4, 2013. Melanie Maxwell | The Ann Arbor News Melanie Maxwell | The Ann Arbor News

WASHTENAW COUNTY, MI – Efforts to grow a network of multi-use pathways between suburban neighborhoods south of Ann Arbor, and give residents an alternative to hopping behind the wheel, got a \$1-million dollar boost last year.

Pittsfield Township leaders accepted the money from the Southeast Michigan Council of Governments meant for pedestrian and cyclist-friendly projects. The plan was to build a 10-foot pathway along a one-mile stretch of State Road along the Ann Arbor Municipal Airport, filling in a key mobility gap between Ellsworth and Morgan roads.

Fast forward a year, and the project is no more. Township leaders voted unanimously on March 23 to give the \$1,017,625 back.

Why?

As engineers and township planners dug into the proposal, challenges and costs mounted, leaving officials hesitant to forge ahead, according to a discussion the township board had on the grant in January.

“As much as I’d love to see a pathway go all the way down State Street and starting up there at Ellsworth Road, having coveted that idea for 30-some years, I just think it’s a futile effort right now,” said township Trustee Gerald Krone then, summarizing the sentiment shared by his colleagues.

“There’s too many uncertainties, and it’s too much of a challenge to engage the other parties,” Krone said.

That’s not to say the township returning the funds means it has given up. Officials committed to reapplying for money from SEMCOG’s Transportation Alternatives Program for a potential location further south on State Road, which runs south from downtown Ann Arbor as State Street.

The funding back-and-forth underscores the difficulty officials can face trying to add green infrastructure to corridors designed with cars in mind.

“These trails, although they seem simple, they’re more complicated to design than some roadways,” Matthew MacDonnell, the Washtenaw County Road Commission’s county highway engineer and director of engineering, said at the Jan. 26 township work session where the issue was discussed.

The project, initially scheduled for 2023, was set to run up a tab of \$1.45 million in construction costs alone, according to the proposal Pittsfield Township used to apply for the grant in 2020.

It would include intersection improvements for pedestrians at the Morgan and State road intersection, green stormwater measures and the 10-foot wide pathway.

But officials ran into three major barriers, according to a January presentation from Claire Martin, with the township engineering consultant Stantec.

The first was getting the pathway in alignment with an existing environmental assessment that could guide future conversion of the roadway into a boulevard. The plan could require sections of boardwalk, boosting cost to the township, Martin said.

In addition, the City of Ann Arbor owns both sides of the State Road near Ellsworth Road, where the airport is, and securing passage through there would have to go through the city, state officials and the Federal Aviation Administration, upping time and money involved, she added.

With the airport exploring a potential runway expansion, the plans could be further mired in complications, township Supervisor Mandy Grewal said at the Jan. 26 working session where officials heard several options on how to proceed.

One option would switch the pathway from the east to the west side of the road, though that could require moving water mains and power line poles, as well as additional costs, according to the presentation.

With the initial failure of the township’s public safety millage last May straining its budget, Grewal added officials should carefully consider any cost increases, noting moving forward with the project could bring the bill up from the initial \$436,000 estimate for the township to closer to half a million or more, even with the grant included.

Pittsfield Township having to contend with the issues associated with the project isn’t anything unique, she noted.

“I think we’ve just managed to very successfully put a lot of different projects in place very quickly and efficiently, but as SEMCOG said this is pretty typical in most communities to come up against these sort of barriers and challenges.”

Other township leaders, including Clerk Michelle Anzaldi and Trustee Krone, indicated they supported exploring a new project further south on State Road.

To do so, the township is required to return the funds it had accepted and reapply for the separate project, Grewal said, adding the exact location still would need to be determined.

The supervisor acknowledged “numerous, numerous gaps still exist” in the township’s plan for non-motorized transportation.

“Of course, we’ve done a lot of work, but a lot remains to be done,” she said.

MLive

## **“We were not involved”: Planned subdivision near Ann Arbor delayed for resident input**

By Lucas Smolcic Larson – April 1, 2022



Plans show the layout of the proposed Inglewood Park West development by Pulte Homes slated for Pittsfield Township. On Dec. 9, 2021, the township Planning Commission gave an initial OK to preliminary plans for the 70-acre site, sending them to the township board for review. Captured from Pittsfield Township Planning Commission meeting packet

WASHTENAW COUNTY, MI – Plans for a new 184-unit subdivision with added office space south of Ann Arbor have hit another speed bump in their years-long road toward approval.

As the 70-acre Inglewood Park West project, given a first look in 2018, finally came before Pittsfield Township elected officials, an important question held things up: Did the neighbors know?

One of those neighbors to the proposed development on farmland between Textile Road and Lavender Lane happened to be township Trustee Gerald Krone.

As the board took up the project on March 23, he took issue to an assertion that developers had met with residents of the neighboring Silo Ridge subdivision.

Krone, who said he'd served on the local homeowner's association board for 15 years until last December, needed developer Steven Schafer, president/CEO of Farmington Hills-based Schafer Development.

“I'm getting confirmation from another board member that we didn't know anything about it,” Krone said.

He was backed up by a handful of neighbors who claimed they hadn't had a chance to give their two cents on the development, given a preliminary OK by the township Planning Commission on Dec. 9 after an October public hearing that saw one comment from a resident.

Schafer said he'd met with several HOA board members in Silo Ridge in one of their homes but acknowledged the get-together was "probably four to five years ago."

Township officials said public notices over public hearings had gone out to all residents in subdivisions within a 500-foot radius of the proposed development, which will combine townhomes, duplexes, and 100,000 square feet of light industrial or office space.

Still, rather than take action on a first reading of the plans as scheduled on March 23, township Supervisor Mandy Grewal hit pause.

The township will host a meeting with developers, neighbors and planning staff "given the lack of engagement as perceived at least by the residents of Silo Ridge at this point," she said, noting that residents of the nearby Waterways neighborhood also weren't represented the public hearing that had just concluded.

In an interview on March 31, Grewal said the meeting is still being scheduled and will be publicly announced, likely for a date in April. She said previous mailed township notices could have been missed, but even so the public engagement was a priority.

"It didn't seem like some of the residents had a full chance to get their voices heard, so we always want to make sure that we pause it and make sure all of that is taken into account before we move forward," the supervisor said.

### **Neighbors' concerns focus on potential incursions on private property, traffic**

The proposed Inglewood Park West development, across the train tracks from the existing Inglewood Park subdivision, had been before the township Planning Commission five times, according to township planning consultant Ben Carlisle, who acknowledged that was record for his time with the local government.

"It evolved, it changed, it improved through that process," he said, noting the removal of a initially planned access road to Textile Road, now a pedestrian path on the plans and reconfiguration of the office space in the northeast corner of the property.

The project maintains 41 acres as open space and only removes 25 trees, most invasive, Carlisle said.

The area is currently zoned as a business district but pending updates to the township master plan would designate the area for future mixed-use development, he added.

Some Silo Ridge neighbors worried about a pipeline that runs along the north edge of the property and is required to be maintained free of trees.

"With that subdivision coming in so close, that pipeline ... is a highway for people that want to be explorers to come into our backyards and our properties," said resident Scott Fosbender.

"The board was not contacted, we were not involved," added Silo Ridge board member Jim Osborne

Traffic generated by the new homes concerned nearby resident Patricia Carlson, who said neighboring subdivisions already use Silo Ridge as a cut-through roadway. "This is a lot of people, and it is quite dense," Carlson said.

The concerns were enough to lead township board members to postpone action on the project, which is seeking a preliminary planned unit development approval, which packages a rezoning with a site plan.



# PITTSFIELD CHARTER TOWNSHIP PANDEMIC TRANSITION PROTOCOL

UPDATED 03-22-2022





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## Introduction

In March of 2020, Pittsfield Township compiled the Pandemic Transition Protocol (PTP) emergency response protocol to respond to the sudden onset of the COVID-19 pandemic. This protocol document is not a policy and does not alter or abridge current Township Policies. It focuses on providing guidelines for providing greater physical access to non-emergency administrative services during the pandemic and endemic in a manner that is safe and responsible. Given the fluid nature of the pandemic, it is imperative to note that the guidelines and recommendations of the PTP may and shall be revised to address COVID-19 responses appropriate for the status pursuant to public health guidance and OSHA/MIOSHA requirements and recommendations. The central focus, since March 2020 has been and will remain to provide for the safety and well-being of Pittsfield Township employees, residents, and businesses.

As part of the ongoing response to COVID-19, the CDC has provided new guidance in early 2022 regarding risk levels within local communities that measures the impact of COVID-19 illness on health and healthcare systems. This includes following the CDC COVID-19 Community Levels that delineate the risk level by County (i.e., low, medium, high). The Township desires to move towards returning to 100% in person staffing for all areas within the organization when it is safe to do so and will determine capacity levels and mask requirements after a minimum of 2 weeks at a given level in accordance with the CDC Community Level guidance for Washtenaw County. This will allow for a more fluid approach in determining the level of restrictions for Township facilities as situations necessitate.

## CDC's COVID-19 Community Levels

	Low	Medium	High
Staff Capacity	Up to 100% staff capacity	Hybrid: Up to 75% staff capacity	Hybrid: Up to 50% staff capacity
Remote Work	Dept. Head Discretion as needed	Encouraged When Possible	Required when Possible
Mask Requirements for Staff & Visitors: Indoors	Optional Indoors & Outdoors	Required Indoors for Staff & Visitors (who are on site longer than 15 minutes). Recommended for all: surgical, KN95 (provided) or N95	Required Indoors & Outdoor Public Areas: surgical, KN95(provided) or N95
Social Distancing	Optional	Recommended	Required
Conference & Meeting Room Usage	Unrestricted	Limited: Avoid in-person gathering unless space allows	Restricted, No Access
Building Use/Rentals	Unrestricted	Limited: Avoid in-person gathering unless space allows	Restricted, No Access
Meetings, Off-site Business, & Travel	Unrestricted	Limited: Virtual meeting attendance encouraged when possible	Restricted to essential travel only
Vehicle Usage	Unrestricted	Limited: Masks Required with two or more people in a vehicle	Restricted: Only one employee to a vehicle where possible
Special Events	Unrestricted	Limited to outdoor events that can provide for distancing and follow all applicable guidelines	Restricted
Parks	Unrestricted	Play structures and amenities such as pavilions and athletic play fields may be Limited	Play structures and amenities such as pavilion and athletic play fields may be Restricted
Recreation Activities	Programming will be made available in accordance with the Community Center Pandemic Plan that provides guidelines for greater physical access to recreational programs in a manner that is safe and responsible. For more info, contact <a href="mailto:recreation@pittsfield-mi.gov">recreation@pittsfield-mi.gov</a> or call 734-822-2120.		

## Township Specific Guidance on Operations and Community Levels

### High

- The Township will operate in a hybrid format with remote work required when possible and a staffing capacity up to 50% in-person in each Department. Operational considerations beyond 50% capacity must be approved by Human Resources.
- Masks
  - Required for all staff and visitors
  - Employees shall wear masks whenever they leave their workstations. Masks are not required in single individual office and cubicles not shared with co-workers.
  - Field Work: Masks and proper PPE required in proximity of public in all indoor/outdoor areas.
- Six-foot physical/social distancing required.
- Employees are responsible for cleaning/sanitizing individual workstations, vehicles, and share workplaces. Additional cleaning measures may be implemented by the Township, as necessary.
- Avoid using other employee's supplies, equipment, phones, etc. If necessary to share equipment, clean immediately after use (and wash your hands afterwards.)
- Conference and Meeting room usage as well as Building Use/Rentals are restricted to prevent in-person gathering.
- Meetings, Off-site Business, and Travel is Restricted to essential travel only.
- Vehicle usage is restricted to 1 employee per vehicle where possible. Masks must be worn in vehicles at all time if more than 1 employee per vehicle is necessary.
- Special Events are restricted to prevent public gathering.
- Park structures and amenities may be restricted to prevent public gathering.
- The Township has the discretion to increase staffing capacity limitations, close or partially close administrative buildings, move to appointments only, and/or move towards more remote operations to maintain operations while providing for the health and safety of residents and staff as situations necessitate. This may include, but is not limited to staggering shifts, start times, and breaks to allow for staff capacity limits and physical distancing.

### Medium

- The Township will operate in a hybrid format with remote work when possible and a staffing capacity up to 75% in each Department. Operational considerations beyond 75% capacity must be approved by Human Resources.
- Masks
  - Required for all staff, recommended for all visitors. Visitors participating in programming or visiting for periods of longer than 15 minutes will be required to wear a mask.
  - Employees shall wear masks whenever they leave their workstations. Masks are not required in single individual office and cubicles not shared with co-workers
  - Field Work: Masks required in all indoor public spaces, recommended in outdoor public spaces where social distancing cannot be maintained.
- Six-foot physical/social distancing recommended.
- Employees are responsible for cleaning/sanitizing individual workstations, vehicles, and share workplaces. Additional cleaning measures may be implemented by the Township, as necessary.
- Avoid using other employee's supplies, equipment, phones, etc. If necessary to share equipment, clean immediately after use (and wash your hands afterwards.)
- Conference and Meeting room usage as well as Building Use/Rentals are limited unless space allows for proper social distancing.
- Meetings, Off-site Business, and Travel is limited, virtual meeting attendance encouraged when possible.
- Vehicle usage is limited, masks must be worn in vehicles at all time if more than 1 employee per vehicle is necessary.
- Special Events are limited to outdoor events that can provide for distancing and follow all applicable guidelines.

- Park structures and amenities may be limited.

## Low

- The Township will operate in a staff capacity of up to 100% in each Department with remote work as needed and at the discretion of the Department Head.
- Masks: Optional for staff and visitors
- Six-foot physical/social distancing optional.
- Employees are responsible for cleaning/sanitizing individual workstations, vehicles, and share workplaces. Additional cleaning measures may be implemented by the Township, as necessary.
- Avoid using other employee's supplies, equipment, phones, etc. If necessary to share equipment, clean immediately after use (and wash your hands afterwards.)
- Conference and Meeting room usage as well as Building Use/Rentals are open and unrestricted.
- Meetings, Off-site Business, and Travel is unrestricted.
- Vehicle usage is unrestricted.
- Special Events are unrestricted.
- Park structures and amenities are open and unrestricted.

Employees are expected to follow *Personnel Policy 502 – Work Schedules* that outlines work schedules, including the expectation to work a full eight (8) hour day during in-person, hybrid, and remote work situations.

Department directors are responsible for the evaluation of their operational needs and should develop work plans to address how their area will function during high, medium and low risk situations to continue to provide for and minimize any interruption of standard services. Directors must anticipate and implement plans to continue essential business functions and allow for flexible workplace and leave needs in case of 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.

Equipment and IT needs must be coordinated by the Department director with the Township Information Technologies Department. Employees are responsible for all equipment which is to be used for official Township business only in accordance with all applicable policies.

## 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 (new/different worse from baseline of chronic illness) temperature of 100.4+ or signs of fever (chills/sweating), sore throat, new onset of cough, shortness of breath or difficulty breathing, diarrhea, vomiting, abdominal pain, new onset of headache, fatigue, muscle aches, congestion or loss of smell or taste. The severity of COVID-19 can range from very mild to severe.

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 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.

It is imperative to promote a culture of “Stay home when you don’t feel well” to help with controlling the spread of illness by employees who feel obligated to work.

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

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

## Prevention

*Report any concerns of unsafe working conditions to the Director of Human Resources.*

- Layer-Up Prevention Strategies
  - Get the COVID-19 Vaccinations.
  - Practice good hygiene: wash your hands frequently, cover coughs and sneezes, etc.
  - Follow masking guidelines, as applicable.
  - Practice social distancing when necessary.
  - Reduce hand contact where possible.
  - Stay home when you feel sick!
- Cleaning/Sanitizing, Shared Spaces and PPE
  - Employees are responsible for cleaning and sanitizing their individual workspaces regularly including high-touch areas such as phones, keyboard + mouse, desk surface and drawers, chairs, light switches and door handles.
  - Clorox disinfectant wipes or spray bottles with disinfectant solution and paper towels are provided to wipe down any shared use equipment and spaces.
  - Avoid using other employee’s supplies, equipment, phones, etc. If necessary to share equipment, please clean immediately after use (and wash your hands afterwards.)

## Exposure

Item	Details
<i>Illness – One or more COVID-19 <a href="#">symptoms</a></i>	<ul style="list-style-type: none"> <li>• Stay home.</li> <li>• Immediately notify your Department Director for further direction.</li> <li>• Contact your primary care physician.</li> </ul>
<i>Illness – Confirmed positive COVID-19 test</i>	<ul style="list-style-type: none"> <li>• Start isolating right away including from others in your household (separate room, separate bathroom, if possible, etc.)</li> </ul>

**IF YOU TEST POSITIVE**

SUN	MON	TUE	WED	THU	FRI	SAT
You get a positive test result or start having COVID symptoms. Start isolation. Day 0	Day 1	Day 2	Day 3	Day 4	If you have no symptoms or if symptoms are resolving, this could be last day of isolation + Day 5	If you have no symptoms or if symptoms are resolving, could be done with isolation* Day 6
Day 7	Day 8	Day 9	Day 10	Day 11	*Continue to wear a well-fitting mask when around others until Day 11 + Take a rapid antigen test this day to determine next steps, if possible	

WCHD recommendation: if you're often around vulnerable populations (e.g., immunocompromised or elderly people), consider continuing isolation for a full 10 days. If doing this, Day 11 would be when you are done with isolation. If you are a healthcare worker, see the CDC "Managing Healthcare Personnel" guidelines for details regarding health care workers.

- You can return to work after at least five (5) days have passed, (with first day of symptoms counted as day zero) AND you have had 24 hours with no fever (without use of fever-reducing medication) AND other symptoms have improved considerably such as cough or shortness of breath.
- Immediately notify your Department Director so necessary actions can be taken to mitigate the risk to other individuals who may have been in close contact with you while at work.
- Tell any personal close contacts so they can quarantine themselves (see Contact Tracing Protocol on Page 6)

Direct Contact with someone who has COVID-19 symptoms, or has tested positive for COVID-19.

**IF you are Fully Vaccinated and Up to Date\*** you do NOT need to quarantine, but must wear a tight-fitting KN95 mask and watch for [symptoms](#) for 10 full days from when you had close contact.

**IF YOU'RE EXPOSED TO SOMEONE WITH COVID-19**

And you...

- are 18+ years old, are fully vaccinated, and have gotten a booster (if eligible), OR
- are 5-17 years old and have completed the primary series of COVID-19 vaccines, OR
- tested positive for COVID-19 within the last 90 days

SUN	MON	TUE	WED	THU	FRI	SAT
You're exposed. Wear a well-fitting mask around others. Day 0	Day 1	Day 2	Day 3	Day 4	Get tested on this day if possible. Day 5	Day 6
Day 7	Day 8	Day 9	Day 10	Day 11	You may stop wearing a well-fitting mask around others.	

WCHD recommendation: if you are often around vulnerable populations (e.g., immunocompromised or elderly people), consider staying home/quarantining for a full 10 days after exposure. If doing this, Day 11 would be when you can stop quarantining. If you are a healthcare worker, see the CDC "Managing Healthcare Personnel" guidelines for details regarding health care workers.

If you are NOT Vaccinated, NOT Fully Vaccinated or Not Up to Date, you must quarantine for 5 full days, get tested at least 5 days after last close contact, and continue to watch for [symptoms](#) until 10 day after last contact. If you develop symptoms isolate immediately and get tested and stay home until you get the test results.

\*CDC defines **fully vaccinated** as a person that has received all recommended doses in their primary series of COVID-19 vaccine.

**Up to date** means a person has received all recommended doses in their primary series COVID-19 vaccine and a booster does when eligible.

	<p><b>IF YOU'RE EXPOSED TO SOMEONE WITH COVID-19</b></p> <p>And you...</p> <ul style="list-style-type: none"> <li>• are not fully vaccinated, <b>OR</b></li> <li>• got your 2nd dose of Pfizer vaccine more than 5 months ago and have not gotten a booster, <b>OR</b></li> <li>• got your 2nd dose of Moderna vaccine more than 5 months ago and have not gotten a booster, <b>OR</b></li> <li>• got your initial dose of Johnson &amp; Johnson vaccine more than 2 months ago and have not gotten a booster:</li> </ul> <table border="1" data-bbox="522 289 1370 550"> <thead> <tr> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> </tr> </thead> <tbody> <tr> <td>You're exposed. Stay home (quarantine). Day 0</td> <td>Day 1</td> <td>Day 2</td> <td>Day 3</td> <td>Day 4</td> <td>Get tested on this day if possible. Day 5</td> <td>You can end quarantine. Keep wearing a well-fitting mask around others. Day 6</td> </tr> <tr> <td>Day 7</td> <td>Day 8</td> <td>Day 9</td> <td>Day 10</td> <td>You may stop wearing a well-fitting mask around others. Day 11</td> <td colspan="2"></td> </tr> </tbody> </table> <p>WCHD recommendation: if you are often around vulnerable populations (e.g., immunocompromised or elderly people), consider staying home/quarantining for a full 10 days after exposure. If doing this, Day 11 would be when you can stop quarantining. If you are a healthcare worker, see the CDC "Managing Healthcare Personnel" guidelines for details regarding health care workers.</p> <ul style="list-style-type: none"> <li>• NOTE: At the Township's discretion you may continue to work provided you remain asymptomatic and follow these guidelines: <ul style="list-style-type: none"> <li>✓ Daily Health Screening prior to starting work</li> <li>✓ ALWAYS wear face mask while in the workplace for 10 days after close contact.</li> <li>✓ Keep at least six feet distance from other people at work (if duties don't permit this you must stay at home).</li> <li>✓ 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</li> </ul> </li> </ul>	SUN	MON	TUE	WED	THU	FRI	SAT	You're exposed. Stay home (quarantine). Day 0	Day 1	Day 2	Day 3	Day 4	Get tested on this day if possible. Day 5	You can end quarantine. Keep wearing a well-fitting mask around others. Day 6	Day 7	Day 8	Day 9	Day 10	You may stop wearing a well-fitting mask around others. Day 11		
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<i>Travel – Employees who travel internationally</i>	<ul style="list-style-type: none"> <li>• You will be required to show a negative COVID-19 test taken within one (1) day of the day you traveled back to the United States before you can return to work.</li> </ul>																					
<i>Symptoms at Work</i>	<ul style="list-style-type: none"> <li>• Employees who appear to have <a href="#">symptoms</a> (i.e., fever, cough, shortness of breath, loss of taste or smell, etc.) 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.</li> </ul>																					
<i>When You Can Return to Work Protocol</i>	<ul style="list-style-type: none"> <li>• Employees off work for health concerns/illness may return to work AFTER: <ul style="list-style-type: none"> <li>✓ COVID-19 Positive: At least 5 days have passed if you are asymptomatic or since symptoms first appeared (with first day of symptoms counted as day zero) , you have been fever free for at least one day (24 hours) without the use of fever-reducing medications AND improvement of respiratory <a href="#">symptoms</a> (e.g., cough, shortness of breath, fever). Some symptoms (like fatigue and loss of smell) may last a longer time. If you were severely ill with COVID-19 or are immunocompromised you should isolate for at least 10 days and consult your doctor before ending isolation. You will be required to wear a KN95 face mask and monitor for symptoms until day 10 upon return to work.</li> <li>✓ Unknown COVID-19 Health Concerns/Illness: At least 5 days have passed since your symptoms first appeared, you do not feel feverish (e.g., body aches, chills, etc.) and/or did not have a documented fever (&gt;100.4 F) AND your symptoms have improved.</li> <li>✓ 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 diagnosis.</li> </ul> </li> </ul>																					
<i>Contact Tracing</i>	<ul style="list-style-type: none"> <li>• 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</li> </ul>																					

	<p>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.</p> <ul style="list-style-type: none"> <li>• “<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.”</li> <li>• 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 quarantined develops symptoms.</li> </ul>
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### Designated Worksite Supervisors

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

Kurt Weiland, Director of Building Services  
Kim McIntire, Recreation Coordinator  
Matt Harshberger, Director of Public Safety  
Billy Weirich, Director of Utilities

### Pandemic Transition Protocol Committee

The Supervisor has established a Pandemic Transition Planning Committee. The Committee is comprised of Trustee Yameen Jaffer, the Building Director (Kurt Weiland), Human Resources Director (Patricia Denig), Community Development Director (Jessica West), Municipal Services & Utilities Manager (Elizabeth Bergeron), the Clerk’s Office/Director of Finance (Tracy Watkins), the Treasurer (Patricia Tupacz Scribner) or Deputy Treasurer (Orna Angus), and a representative from Parks & Recreation (Tanya Andrews).

The Committee meets bi-monthly or as needed 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 is 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 transitions that protect 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>



## Pittsfield Charter Township

6201 West Michigan Avenue, Ann Arbor, MI 48108  
Phone: (734) 822-3135 • Fax: (734) 944-6103  
Website: [www.pittsfield-mi.gov](http://www.pittsfield-mi.gov)

### Office of the Supervisor

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#### FOR IMMEDIATE RELEASE

March 22, 2022

Contact: Mandy Grewal, Supervisor  
[grewalm@pittsfield-mi.gov](mailto:grewalm@pittsfield-mi.gov), 734.822.3135

#### **Free KN95 Masks Available for Pick-Up at Two Pittsfield Township Locations: Community Center & Administration Bldg**

Pittsfield Township, MI (March 22, 2022): Pittsfield Township now has free KN95 masks available for pick-up at the Community Center (701 W. Ellsworth Road) and the Administration Building (6201 W. Michigan Ave). Individuals can walk into either of these two locations to pick up free KN95 masks which are available on a first-come, first-served basis while supplies last. We request that visitors limit pick-up to 1 pack (10 masks) of adult KN95 masks, per visit to ensure maximum availability for everyone. Also note that kid-sizes are not currently available.

Pick-Up Locations:

#### **Pittsfield Township Community Center**

701 W. Ellsworth Road, Ann Arbor (Enter the West entrance for the Senior/Community Center. Masks will be available near the registration window for self-service)

#### **Pittsfield Township Administration Building**

6201 W. Michigan Avenue, Ann Arbor (Enter the Main entrance and go through the doors to the admin area where masks will be available for self-service)

If you have any questions, please contact [supervisor@pittsfield-mi.gov](mailto:supervisor@pittsfield-mi.gov); 734.822.3135

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