

Dalton Township COVID-19 Preparedness Plan

The number one priority of Dalton Township is the health and safety of our employees and citizens. With Governor Whitmer's Emergency Declaration it has become imperative that local officials plan for the potential community transmission of COVID-19 and take the necessary precautions to protect our residents and staff in an attempt to slow the transmission of this virus.

Effective June 10, 2020 Dalton Township has set guidelines for access by the public to the Township Hall in order to minimize the risks of the COVID-019 virus. The following changes are in effect.

1. **Non-contact methods encouraged.** All business that can be conducted via U.S. Mail, or the drop box is encouraged. There is a drop-box located outside of the main entrance of Township Hall; such business includes, but is not limited to, utility payments, absentee ballot applications, dog licenses (include a copy of rabies information if available) and building permits of any type. **PAYMENTS LEFT IN THE DROP BOX WILL BE ACCEPTED AND PROCESSED.**
2. **Access to the Township Hall:**
 - a) Visitors are requested to wear a mask and use the provided hand sanitizer.
 - b) All visitors will be required to self-examine for any symptoms. Visitors are required to sign-in upon entry to the building.
 - c) Access is limited to the main entry, front desk, and Board Room.
 - d) Staff will wear masks while interacting with visitors.
 - e) Visitors are required to maintain social distancing.
3. **Public Safety** will continue to operate in a regular manner for emergency services. The Fire Station is open to the public, visitors are asked to maintain social distancing AND use the provided hand sanitizer.

Dalton Township will make every effort to conduct our business as effective and safely as possible. Please be patient with us, and each other, as we all navigate this pandemic in the best way possible.

If further recommendations and requirements are issued by local, State or Federal health officials, further action and notices will be posted to the Township website and on the outside of Township buildings.

For further questions regarding operational changes please contact Township Treasurer Tammy Stephenson at 231-332-6701. Any healthcare related questions should be directed to the Muskegon County Health Department at 231-724-6246.