



THE PAR PLAN NEWS

The Official Newsletter of Michigan Township Participating Plan



In This Issue:

IT'S TIME TO TAKE ADVANTAGE

1

IS YOUR TOWNSHIP TAKING ADVANTAGE OF YOUR MTPP MEMBERSHIP?

The Par Plan is unique in that it is governed by Michigan township public officials. These officials make up the member-elected Board of Directors, who meet a minimum of four times per year to review the Plans' operation. This elected Board is responsible for developing and maintaining the Par Plan's bylaws.

Membership and participation through the Board of Directors provides every member an active voice in the handling of coverage, the quality of service and the future well-being of the public entities.

The Board of Directors have established programs within the Par Plan to assist the members in governing their communities.

Continued on page 2



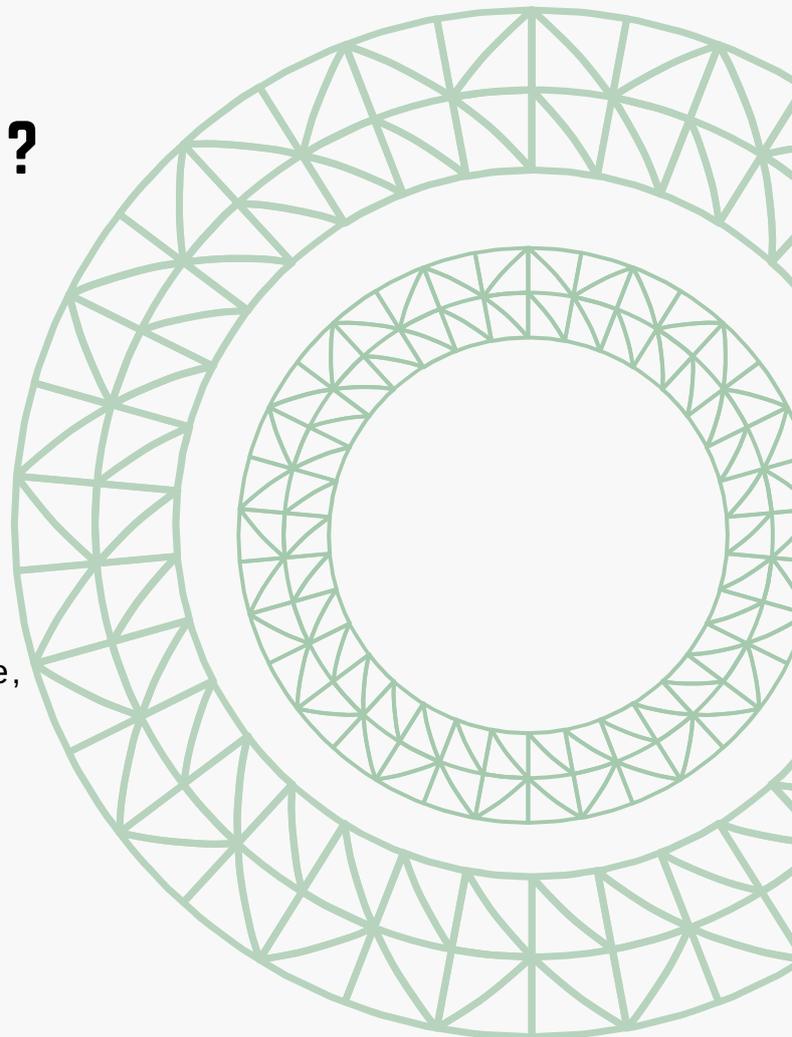
TRANSITIONING BACK TO WORK / COVID -19

2-3



EDITORIAL SPOTLIGHT - BOARD MEETING NOTICE

4





Key - Member Benefits:

- ***Risk Reduction Grant Program***

This program provides financial assistance to those of our members seeking to reduce specific risks impacting their communities. Combined with our on-site Risk Control services, these programs enable our membership to more effectively implement risk management. Please visit the MTPP website www.theparplan.com to view the guidelines, application and a list of previously awarded grants. Since 2011 over \$2M has been awarded to our membership.

- ***Dividend Program***

One of the many benefits of the member-driven, Michigan Township Participating Plan, is the Dividend Program. The Par Plan is able to reinvest in its membership through an annual dividend, which is based on criteria set forth by the third party Actuary. Providing this value back to the membership and the communities they support is one of the many benefits in which the Par Plan shows their appreciation.

- ***Zoning Administrator & Citizen Planner Tuition Reimbursement Through MSU Extension***

Tuition reimbursement for certification courses taken in Zoning Administration and Citizen Planner through MSU.EDU.

- ***Risk Control Representatives***

Risk Control representatives conduct membership site visits to educate and aide in the mitigation of specific Risk Exposures.

Visit the MTPP website www.theparplan.com for information regarding these programs, specifically offered to the Par Plan membership or E-mail: theparplan@tmhcc.com



Risk Management Moment

We know how important it is for your government to succeed. MTPP can help keep you on track, and on that road to success.

Covid-19: Transitioning Back to Business as Usual.....

As steps to re-open the State begin and a wider range of services are being allowed, we are beginning the transition back to “*business as usual*”. Here are a few “best practices” to keep in mind as you begin to navigate the transition process in the wake of COVID-19.

Develop a Plan

Utilizing guidance available to you from the Center for Disease Control (CDC), federal, state and local governments; developing a plan on how to respond to situations of this nature will be an asset moving forward. A written guide will help answer your employees’ questions, provides for standardized policies and helps create a smooth transition operationally.

Here are a few items to consider when putting a plan together:

- **Create a primary contact** – designate one individual to be the point person for communicating policy and procedures as well as being the point of contact for the media.
- **Policies and Procedures** – create policies and procedures that are clear and detailed, outlining the steps that will be implemented.
- **Meetings** – outline the procedure for holding necessary or required meetings, including meeting virtually and how you will notify the public of the meetings.
- **Educate your staff** – educate employees on how to protect themselves and others while at home and at work.

Continued on page 3

• **Continue to Social Distance** - It is important to remember that until we have returned to “business as usual,” social distancing is still an integral tool in helping to curb the spread of COVID-19 coronavirus.

Here are a few tips for social distancing in the office:

- **Separating workstations** – try to maintain 6 feet between workstations and do not share workspaces, phones, or computers.
- **Keep meetings small** – limit the number of individuals in meetings or implement virtual meetings.
- **Stagger break times** – have employees take breaks at different times to avoid overcrowding break areas.
- **Teleworking** – continue to let those employees who can work from home do so.
- **Utilize personal protective equipment** – continue using masks when interacting with the public, consider wearing gloves when receiving money and documents from the public and if possible, also consider installing Plexiglass “sneeze” guards at your public counters.
- **Mark safe distance points** – place “X”s on the floor 6 feet apart in public areas to discourage individuals from getting too close to one another.
- **Continue to offer alternative options** – utilize drop boxes, offer online payments if possible, encourage those that can conduct business over the phone or via email to do so.

Keep your office clean

Personal hygiene, sanitizing your space and asking staff that are sick to stay home are the first lines of defense in preventing the spread of viruses.

- **Practice proper hygiene** – encourage staff to wash their hands for at least 20 seconds or use hand sanitizer and avoid touching their face, nose and eyes.
- **Develop frequent and regular routines for cleaning** sanitize frequently used surfaces often such as phones, keyboards, desks, door handles, break-rooms and bathrooms.
- **Limit in-office work to the healthy** – consider screening your staff (taking temperatures prior to coming to work) and require those that are ill to stay home.

Back to Work with COVID-19 Dos and Don'ts

DO

- Wash your hands often for at least 20 seconds
- Wear a face mask when interacting with the public
- Sanitize frequently used surfaces often (phones, desks, keyboards, bathrooms, countertops)
- Continue to practice social distancing, follow the 6 foot rule
- Conduct virtual web based meetings.

DON'T

- Touch your face, nose, eyes
- Shake hands
- Have large meetings
- Take breaks with co-workers
- Allow large groups to enter the building
- Share your workspace

While this information is not intended nor should it be construed as legal or medical advice, we hope that these tips help you to navigate the path of resuming normal operations and preparing for any future incidents. Please continue to follow and monitor Federal, State, and Local guidelines as well as the recommendations of the CDC as they are updated regularly.

Please contact your dedicated Risk Control Representative should you have any questions or require additional resources.

EDITORIAL SPOTLIGHT

MTPP Board Meeting(s)

- **Date:** July 14-15
- **Location:** Island Convention Center - W399 Hwy 2 & 41, Harris, MI 49845
- **Time:**
 - Quarterly Meeting, July 14th @ 1:00 p.m.
 - Annual Meeting, July 15th @ 9:00 a.m.

The July Board meeting(s) remain scheduled at this time.

However, due to the fluid situation in Michigan our concerns remain, first and foremost with the safety and health of our members.

The MTPP website will be updated as plans transition.

The events over the last weeks have been heartbreaking. We must embrace collaboration, inclusion, and diversity. When we listen to each other and celebrate both what we have in common, as well as our differences, we become wiser, more inclusive, and stronger as a community, ready and willing to support one another.

Everyone, regardless of their race, background, or economic status, deserves to be treated with dignity and respect.

Let us respect, encourage, and assist one another during these difficult days, and our collective actions will make a difference.

The Michigan Township Participating Plan, joins forces with township officials, to aid in the improvement of Michigan communities, through a partnership of mutual respect, support, collaboration and service.

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Attention!

THE PAR PLAN NEWS

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- Sent electronically
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www.theparplan.com

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