St. Clair County
COVID-19 Preparedness and Response Plan

Adopted April 23, 2020
Amended: June 4, 2020
# St. Clair County
COVID-19 Preparedness and Response Plan

# Table of Contents

## Plan

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Workers Necessary to Perform Critical Infrastructure Functions</td>
<td>1</td>
</tr>
<tr>
<td>Protective Safety Measures</td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>1</td>
</tr>
<tr>
<td>Remote Work</td>
<td>1</td>
</tr>
<tr>
<td>Employee Screening Before Entering the Workplace</td>
<td>1</td>
</tr>
<tr>
<td>Enhanced Social Distancing</td>
<td>2</td>
</tr>
<tr>
<td>Enhanced Hygiene</td>
<td>2</td>
</tr>
<tr>
<td>Enhanced Cleaning and Disinfecting</td>
<td>2</td>
</tr>
<tr>
<td>Visitors</td>
<td>2</td>
</tr>
<tr>
<td>Employees with Suspected or Confirmed COVID-19 Cases</td>
<td></td>
</tr>
<tr>
<td>Suspected Cases</td>
<td>2</td>
</tr>
<tr>
<td>Confirmed Cases</td>
<td>2</td>
</tr>
<tr>
<td>Business Continuity Plan</td>
<td>3</td>
</tr>
</tbody>
</table>

## Appendices

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Critical Infrastructure Workers</td>
<td>4</td>
</tr>
<tr>
<td>B: Sample Employee Entry Screening Questionnaire</td>
<td>6</td>
</tr>
<tr>
<td>C: Employee Return to Work Plan</td>
<td>7</td>
</tr>
<tr>
<td>D: Visitor Screening Form</td>
<td>8</td>
</tr>
<tr>
<td>E: Signs for Buildings</td>
<td>9</td>
</tr>
<tr>
<td>F: Other Resources</td>
<td>11</td>
</tr>
<tr>
<td>G: Certification by Responsible Public Official</td>
<td>12</td>
</tr>
<tr>
<td>H: St. Clair County Workplace Guide for Employees</td>
<td>13</td>
</tr>
</tbody>
</table>
COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, St. Clair County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended. The Administrator/Controller is authorized to put into place enhanced or modified protective measures for employees in order to comply with the Governor’s Executive Order as they are amended. Updated plans or measures shall be placed on the Consent Agenda at the Board of Commissioner’s Regular Meeting.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-42, including any and all subsequent orders, prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e., critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Order 2020-42.

Under Executive Order 2020-42, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Protective Safety Measures

The St. Clair County COVID-19 Workplace Guide is a comprehensive resource for employees and is attached in Exhibit H.

Sick Leave
Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and St. Clair County’s Paid Time Off Policy. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work
All employees who are not essential to operations, and whose job duties reasonably allow them telework, may work remotely.

Employee Screening Before Entering the Workplace
A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal
protection. If an employee fails the screening process, he or she should be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

Enhanced Social Distancing
Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public may be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

Enhanced Hygiene
Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms.

Enhanced Cleaning and Disinfecting
Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed daily using products containing EPA-approved disinfectants. Cleaning staff will follow all CDC and public health guidelines. Deep cleaning will be conducted using an electrostatic sprayer in areas deemed necessary by Administration or the Public Health Director. Building Management Systems will be set to increase our air supply and air exchange when practical.

Visitors
No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. Visitors entering the building may be screened prior to entering the building or individual offices. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Employees with Suspected or Confirmed COVID-19 Cases

Confirmed
• Meets confirmatory laboratory evidence (RT-PCR through a qualified lab).

Probable
• Meets the criteria for a probable case per MDHHS guidelines or the St Clair County Health Department

If an employee believes that he or she qualifies as a Case (as described above), he or she must:

• Immediately notify supervisor and/or Human Resources contact;
• Seek immediate medical care and obtain an order for COVID RT-PCR testing
• Remain out of the workforce (isolated) per the recommendations of the St Clair County Health Department.
• Be prepared to provide St. Clair County Health Department a list of close contacts including work related when contacted.

If an employee qualifies as a Case, then St. Clair County will;

• In coordination with the St Clair County Health Department notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual’s privacy); and
• Ensure that the employee’s work area is thoroughly cleaned.

An exposed employee is:
A Person:
• Household member, intimate partner, individual providing care in a household without using recommended infection control precautions, or individual who has had close contact (<6 feet)** for a prolonged period of time***

with exposure to:
• A person with symptomatic COVID-19 during period from 48 hours before symptoms onset until meets criteria for discontinuing home isolation (can be a laboratory-confirmed disease or a clinically compatible illness in a state or territory with widespread community transmission)

Is recommended to take the following precautions:
• Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
• Self-monitor for symptoms – check temperature twice a day, watch for fever*, cough, or shortness of breath, follow CDC guidance if symptoms develop
• Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)

This section may be periodically updated as recommended by the St. Clair County Medical Health Officer.

*For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunosuppressed, or taking certain medications (e.g., NSAIDs).
**Data are limited to define close contact. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a facemask (which can efficiently block respiratory secretions from contaminating others and the environment).
***Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure from 10 minutes or more to 30 minutes or more. In healthcare settings, it is reasonable to define a prolonged exposure as any exposure greater than a few minutes because the contact is someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important

Business Continuity Plans
The COVID-19 Workplace Coordinator will: (1) work with Department Heads and Elected Officials to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.
APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include
some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.

For purposes of Executive Order 2020-42, critical infrastructure workers also include¹:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent
  necessary to serve the children or dependents of workers required to perform in-person work as
  permitted under this order. This category includes individuals (whether licensed or not) who have
  arranged to care for the children or dependents of such workers.

¹ Under Executive Order 2020-42, necessary government activities may continue, which includes activities
performed by critical infrastructure workers as well as the following government activities including, but
not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities
necessary to manage and oversee elections, operations necessary to enable transactions that support the
work of a business’s or operation’s critical infrastructure workers, and the maintenance of safe and
sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-
person government activities are subject to the same social distancing and mitigation measures proscribed
under the executive order for businesses.
b. Workers at suppliers, distribution centers, or service providers, as described below.

1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business’s or operation’s critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.

c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.

d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.

e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.

f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.

g. Workers at laundromats, coin laundries, and dry cleaners.

h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.

i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.
APPENDIX B

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

1. Have you experienced any of the following symptoms in the last 3 days?
   □ Fever
   □ Atypical Cough
   □ Atypical shortness of breath

If YES to any, you are restricted from entering the building. In order to return to work, you must be both 3 symptom-free for 3 days and 7 days must have passed since your symptoms first appeared.
If NO, proceed to next question.

2. Have you been in close contact (being within approximately six feet for a prolonged period of time) with anyone who has been diagnosed with COVID-19 or who has exhibited the above symptoms in the last 14 days?
   □ Yes
   □ No

If YES to any, you are restricted from entering the building.
If NO, proceed to next question.

3. Does you have a fever above 100.4 degrees Fahrenheit?
   □ Yes
   □ No

If YES to any, you are restricted from entering the building.
If NO, proceed to sign below and enter the building.

Signature: _________________________________________  Date: ________________
APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

This section may be periodically updated based upon the recommendation of the St. Clair County Medical Health officer.
Court/Office Visiting: ________________________________________________

Visitors Name: ________________________________________________

Appointment Date: _______________________ Time In: ____________

**In the past 24 hours, have you experienced any of the following symptoms:**

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever? (100.0°F or above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atypical Cough?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atypical Shortness of Breath</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Current temperature:

If the visitor answered “yes” to any of the symptoms listed above visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

**In the past 14 days, have you:**

- Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19?  
  □ Yes  □ No
- Traveled via airplane internationally or domestically?  
  □ Yes  □ No

If visitor answered “yes” to either of these questions visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

**Security Officer or Employee:**

Contacted Court/Office and informed them the visitor was not allowed into the building.

Date: ____________ Time: ____________  Spoke to: ____________________________
APPENDIX E

SIGNS FOR BUILDINGS

Spectrum Health employer resources provided these signs: one that can be posted at building entrances and one illustrating COVID-19 symptoms and prevention measures, which can be posted inside workplaces.

https://www.spectrumhealth.org/covid19/employer-resources

Only Enter This Building If You:
• Are a healthy visitor
• Have an appointment
• Are a company employee

All others:
If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.
Keeping Michigan Informed
Novel Coronavirus 2019 (COVID-19)

**Symptoms**
- FEVER
- COUGH
- BREATHING DIFFICULTY

**Prevention—Start With Washing Your Hands**
- WET HANDS
- LATHER
- SCRUB: 20 SECONDS
- RINSE
- DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.

**Seeking Care**
Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.*
If your symptoms are life-threatening, call 911.

*Free screening available for all individuals in the state of Michigan.

For more information visit [spectrumhealth.org/covid19](http://spectrumhealth.org/covid19).
APPENDIX F

OTHER RESOURCES

Governor Whitmer’s Executive Order 2020-42:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

Helpful CDC Guidance:


CDC Handwashing Fact Sheet:


CDC Fact Sheet and Poster on Preventing the Spread of Germs:


CDC Fact Sheet on What to Do if You Are Sick:


CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

APPENDIX G

St. Clair County
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

This is to certify that I have reviewed St. Clair County’s COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1.) It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020.

2.) The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID-19.

3.) The plan is available on St. Clair County’s website www.stclaircounty.org and at each St. Clair County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: St. Clair County

Signature: __________________________

Name of Official: Jeffrey Bohm

Title: Board Chairman

Date: __________________________
COVID-19 Workplace Guide

Guidance for departments to reopen and/or expand on current services while safeguarding the health and well-being of employees, clients, visitors, and patrons.

Dated: June 2, 2020
The County of St. Clair is taking the following protective measures to ensure the health and welfare of employees and the general public.

These protective measures are the minimum standards for the County. Departments and Elected Officials have varying levels of risk and have the authority to impose more restrictive measures as deemed appropriate.

Community Spread: Circulation of a disease among people in a certain area with no clear explanation of how they were infected—they did not travel to an affected area and had no close link or contact to another confirmed case. This is referred to as community transmission.

Incubation Period: The time between when a person is infected by a virus and when he or she notices symptoms of the disease. Estimates of the incubation period for COVID-19 range from 2-14 days, but doctors and researchers may adjust this as more data becomes available.

Droplet Transmission: A form of direct transmission. This is a spray containing large, short-range aerosols (tiny particles suspended in air) produced by sneezing, coughing, or talking. Droplet transmission occurs when a person is in close contact with someone who has respiratory symptoms. Coughing or sneezing propels the droplets, but all may spray droplets when talking or breathing.

Close Contact: Being within approximately 6 feet of a COVID-19 case for a prolonged period. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area with a COVID-19 case; or

Having direct contact with infectious secretions of a COVID-19 case, such as being coughed on - if such contact occurs while not wearing recommended personal protective equipment such as gowns, gloves, face mask or N95 respirator, eye protection.
Administrative Controls

Access, monitoring and communications: The County has developed and implemented various policies and procedures in response to COVID-19:

- Sick or symptomatic employees must stay home and notify their supervisor.
- Upon reporting to workplace, staff are expected to self-check, sign health screen form and submit to their supervisor. Higher risk locations may have a screening station prior to entering the facility. The department shall maintain these records in accordance with the Governor’s executive order.
- The point-of-contact for COVID-19 implementation, monitoring and reporting control strategies are the department heads and/or designees. Any violations or concerns with policies, procedures or implementation should be directed to your department head and/or County Administration.
- The St. Clair County COVID-19 Preparedness and Response Plan is located on the Intranet in the Work Resources section (click here), along with the Infectious Disease policy, Telecommuting policy, etc.
- Face coverings (masks, scarves, etc.) are required to be worn in any common space in the facilities, such as corridors, restrooms, in-person meetings, etc. In addition, if you are unable to maintain 6 feet separation, face coverings must also be worn.
- County strongly encourages implementation of flex schedules, staggered breaks and lunches, as well as days off and shift starting times to avoid potential bottlenecks in the office and at entry points. Always maintain 6 feet upon entering and exiting the facility.
- County strongly encourages appointments for essential services and on-line services where possible.

Personal Protective Equipment has been issued to employees as appropriate and necessary:

- Cloth face masks have been provided to all employees.
- Face Shields have been provided to employees unable to maintain 3 feet distance from the public without a protective barrier.
- Higher level face masks (such as surgical masks or N95 masks) have been issued to employees whose duties require it.
- Gloves are available to employees whose duties regularly require the use of gloves. CDC does not recommend gloves for public or general use.

Families First Act

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor’s (Department) Wage and Hour Division (WHD) administers and enforces the new law’s paid leave requirements. These provisions will apply from April 1, 2020 through December 31, 2020. Employees interested in this option should contact Human Resources department for more information.

All Employees and Visitors are asked the following questions each day before coming into the facilities:

- Do you have symptoms of fever, cough, or shortness of breath?
- In the last 14 days, have you had close contact with someone diagnosed with COVID-19?
- If anyone answers “yes” to any of the questions, they are not permitted to enter.
- Checklist/forms are available on the Intranet under the Work Resources Section.
- A record of screened visitors shall be maintained by the department per the Governor’s executive order.
COVID-19 Workplace Guide

- Elevators pose a challenge for social distancing; however, elevator protocol has been established and implemented wherever possible. Signage has been posted at all locations as reminders for the public and employees.

- Stairwells are another area that pose a challenge for social distancing. Please be sure to maintain 6 feet and do not linger in the stairwells. Signage has been posted.

- Signage restricting use of drinking fountains has been posted. Only hands-free filling stations are available for use.

- Where feasible and practical, teleworking is an option. Interested employees should discuss the option with their supervisor or department head. Teleworking agreements between the employee and the County as required.

- County strongly encourages tele-conferencing rather than in-person meetings. All non-essential travel is prohibited and Motor Pool vehicles are unavailable for use.

- Non-essential business transactions, visitors and travel is prohibited until the Governor’s Executive Order is amended.

- Questions or concerns regarding policies and procedures should be directed to your supervisor/department head or County Administration.

- Health policies and requirements are to be posted in all public locations, offices, and other highly visible areas throughout the County facilities.

- Employees should report unsafe working conditions to County Administration or Human Resources.

**Cleaning and Disinfection of Surfaces**

- All cleaners and disinfectants must be EPA approved. All departmental cleaners meet the standards and must have been approved for use by the Superintendent of Buildings & Grounds.

**Asymptomatic**: When a carrier of an illness but does not show symptoms. People are thought to be most contagious for COVID-19 when they are symptomatic, according to the CDC, although researchers are still investigating how its spread might be possible at other times, including during the incubation period and even after symptoms have resolved.

**Isolation**: Isolation involves keeping people with confirmed cases of a contagious disease separated from people who are not sick. For example, confirmed case(s) may be put into isolation for public health purposes and it may be voluntary or compelled by public health orders.

**Social Distancing**: Putting physical distance between oneself and other people. This means avoiding groups of people (parties, crowds on sidewalks, lines in a store) and maintaining distance of approximately 6 feet from others when possible; a key strategy to “flatten the curve”.

**Self-Isolation**: A voluntary agreement, to remain at home and not go to work or school. The individual will be expected to limit movements outside (may go for a walk and go shopping) and monitor health for 14 days after returning from travel to a place known to have high numbers of COVID-19 infections.

**Self-Monitoring**: Checking self for COVID-19 symptoms, including fever, cough, or difficulty breathing. If symptoms appear, self-isolate and seek advice by phone from a healthcare provider or the Health Department to determine if medical evaluation is needed.
COVID-19 Workplace Guide

- Additional custodial staff has been assigned to clean/disinfect frequently touched surfaces in common areas throughout the facility. These surfaces include, but are not limited to: tables, door push plates/handles, light switches, ADA push plates, drinking fountains, door knobs, counter surfaces, sink faucets, restrooms, handrails, vending machines, etc.

- All departments have been provided with hand sanitizers and cleaning supplies for their public counters.

- All employees shall disinfect their workstations at least twice daily in accordance with the Governor’s Executive Order.

- Departments should consider assigning (or requesting a volunteer) to rotate throughout the office to clean and disinfect common surfaces.

- Hand sanitizing stations have been ordered/installed for high public traffic areas.

- Departments that have shared equipment and/or tools shall put protocols into place to increase the frequency of cleaning before and after each use.

- County has adopted protocols for cleaning and disinfecting the offices/workspace in the event of a positive (or suspected) COVID-19 case. An employee will be allowed to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (CDC).

Employee Training

Infection Prevention Measures: Additional materials are available on the Intranet in the Work Resources section.

- Educational and training materials are located on the Intranet in the Work Resources section (click here) and all department heads shall ensure that employees have reviewed this workplace guide, as well as Intranet for infection-control practices, proper use of personal protective equipment, measures for suspected or confirmed diagnosis of COVID-19, etc. An Employee Workplace Guide and Training checklist is attached as Exhibit A. After all materials have been reviewed, employee shall complete the checklist in Exhibit A and submit to the department head. Once all employee checklists are received the department head shall forward to Human Resources to maintain the records per the Governor’s Executive Order.

- Frequent and thorough hand washing by all employees and visitors. Proper instructional flyers are posted in all restrooms.

- Where soap and running water are not immediately available, alcohol-based hand rubs containing at least 60% alcohol is available in all departments.

- Cover coughs and sneezes with a tissue, inside of your elbow, etc. Be sure to turn away from others when coughing or sneezing.
COVID-19 Workplace Guide

- County discourages workers from sharing of common equipment such as phones, desks, offices, or other work tools, where possible. Cleaning supplies are available for disinfecting shared items and spaces between uses.
- County has provided masks or facial coverings to all employees and training on the proper use of personal protective equipment.
- Face masks shall be worn wherever workers cannot consistently maintain 6 feet of distance. Face shields are available for employees that do not have a protective barrier and are within 3 feet of clients/public.
- Employees should report unsafe working conditions to County Administration or Human Resources.

Reporting Requirements and Prompt Identification/Isolation of Sick Persons: A critical step in protecting workers.

- County requires employees to self-monitor for signs and symptoms of COVID-19. If an employee is sick and suspects COVID-19, the employee shall notify their department head or Human Resources immediately via phone, text or email. If an employee is self-reporting at work, he/she must isolate from all others immediately and advise the supervisor of his or her movements in order to properly clean and disinfect the areas.
- Upon identification of a symptomatic employee, the following actions should be taken:
  - Symptomatic employee should return home (or stay home) and/or
  - Symptomatic employee should contact a medical provider for evaluation and obtain an order for testing, if necessary.
  - Others should change out PPE used in presence of an ill individual.
- There are two resources on the Intranet – Work Resources folder that can assist when an employee fails the health screen:
  - Health Department/CDC guide What to do if you are sick with COVID-19
  - County guide My employee failed their daily health screen
- Temporarily close affected areas of building for deep cleaning.
- If the County learns that a visitor, customer, vendor, etc. with a confirmed case of COVID-19 has visited the office, employees will be notified.
- An employee who has tested positive for COVID-19 or displays principal symptoms, as identified in the daily health screen, will not be permitted to return to work until they are symptom-free for 3 days and 10 days must have passed since the symptoms first appeared. For non-COVID-19 illnesses, as determined by a healthcare provider, return to work should be based upon diagnosis. For assistance in determining employee return to work status, please call St. Clair County Health Department – Nursing at 810-987-5300. This section may be amended per the recommendations of the St. Clair County Medical Health Officer.
COVID-19 Workplace Guide

- If an employee qualifies as a Confirmed Case, the County will notify the Health Department, and any co-workers, contractors, or suppliers who may have come into with the person with a confirmed case within 24 hours.
- If an employee is exposed to a person with symptomatic COVID-19 it is recommended to stay home until 14 days after the last exposure and maintain social distance from others at all times, self-monitor for symptoms and avoid contact with high risk individuals. Details can be found in the County COVID-19 Preparedness and Response Plan. This section may be amended per the recommendation of the St. Clair County Medical Health Officer.
- It is imperative that you do not share the name of the staff suspected of or confirmed with COVID-19 in order to protect their privacy and HIPAA regulations.

**Engineering Controls**

**Reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution:**

- Where possible, work stations shall be at least 6 feet apart.
- Employees typically have several access points into the facilities in order to reduce congestion at entry points. Employees shall maintain 6 feet from others upon entering and exiting the building.
- Contact barriers have been installed at service windows, reception desks and public counters, where feasible.
- Many departments instituted have pick-up and drop-off boxes for public in order to reduce contact.
- Signage shall be posted in all public locations outlining the requirements for masks and proper social distancing.
- If necessary, limits have been placed on number of employees allowed in the workplace.
- Distances should be marked on floors for queues, seating areas and wait areas.
- Where possible, the air handling/ventilation systems have been adjusted to allow for greater intake of outside air.
- Meeting rooms shall be locked and/or restricted, where possible.
- Motor Pool vehicles shall not be available for use.

**Sources**


OSHA COVID-19 webpage offers information specifically for workers and employers: [www.osha.gov/covid-19](http://www.osha.gov/covid-19)


Michigan.gov Coronavirus Executive Orders: [https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-521682--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-521682--,00.html)
County Department/Office: ________________________________________________________

Employee Name: __________________________Date: ____________________

This is to certify that I have read the COVID-19 Workplace Guide and have reviewed the educational materials located on the County Intranet/Work Resources/COVID-19 folder.

I understand that if I have any questions or concerns regarding the policies, procedures or precautions outlined in those documents that I should contact my department head and/or County Administration.

**I have read and understand the following:**

- Required infection prevention measures (i.e. proper handwashing, social distancing, and how to slow the spread of viruses)?
  - Yes ☐
  - No ☐
- How to properly wear face mask and other personal protective equipment (PPE)?
  - Yes ☐
  - No ☐
- The proper steps to take if I am symptomatic or have been confirmed with a diagnosis of COVID-19?
  - Yes ☐
  - No ☐
  - Contact my department head or Human Resources.
  - Contact a medical provider for evaluation and testing.
  - In order to return to work you must be both symptom-free for 3 days and 10 days must have passed since the symptoms first appeared. Non-COVID-19 illnesses shall be determined by a healthcare provider.
- You can report any unsafe working conditions to County Administration or Human Resources.
  - Yes ☐
  - No ☐
- This executed document should be sent to Human Resources for retention as required by the Governor’s Executive Order.

Employee Signature: ____________________________________________________________________