



## County of St. Clair

### COVID-19 PREPAREDNESS AND RESPONSE PLAN

Adopted: April 23, 2020

Amended: June 4, 2020

Amended: November 25, 2020

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

St. Clair County takes the health and safety of our employees and citizens seriously. We are all living through the spread of COVID-19 and the need for certain employees to continue in-person work. Others either are or will soon be welcomed back into work, either because they are critical infrastructure worker or because they are needed to conduct minimum basic operations. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe workplace for our employees, citizens and guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. St. Clair County is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Sanitizing all areas and
3. Requiring appropriate personal protection equipment including masks, face shields, etc.

**Note:** St. Clair County may amend this Plan based on changing requirements and the needs of our organization.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Citizens
- Guests - visitors/vendors/family members
- The General Public

Our employees fall into one or more of the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).
- Human Resources will determine the level of exposure risk based on job descriptions and duties.

## COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

St. Clair County has designated all Department Heads as its COVID-19 Workplace Coordinators. In the absence of a Department Head, the acting supervisor shall be the Coordinator.

### **The Coordinators responsibilities include:**

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our organization of any COVID-19 symptoms or suspected cases of COVID-19
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements

## RESPONSIBILITIES OF ST. CLAIR COUNTY DEPARTMENT HEADS AND SUPERVISORS

All St. Clair County department heads and supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, St. Clair County expects that all department heads and supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Department Heads and supervisors must encourage this same behavior from all employees.

St. Clair County will require and keep a record of all self-screening protocols for all employees or contractors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19. Any employee or contractor who fails the screening process will not be admitted into the facility.

St. Clair County will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees.
- Require face coverings to be worn in all enclosed public spaces and when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery).

- Follow established protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace, including use of an electro-static disinfectant machine using EPA approved solution.
- Building Management Systems will be set to increase air supply and air exchange when practical.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Restrict use of conference rooms, meeting rooms and Motor Pool vehicles.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
  1. St. Clair County Health Department – a form is available on the Health Department’s website to report a positive COVID-19 case for both an organization and an individual, and
  2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Train employees on how to report unsafe work conditions.

## RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. St. Clair County understands that in order to minimize the impact of COVID-19 at our facilities, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their department head or supervisor immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their department head, supervisor or contact the Human Resource Director. Further COVID-19 resources are also available on the Health Department’s website.

### OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.

- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your department head, supervisor or Human Resources immediately, and consult your healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their department head, supervisor or Human Resources immediately and consult their healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. "Close contact" is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines "close contact" as either:

- Being within six feet of a COVID-19 infected person for a cumulative total of 15 minutes or more over a 24 hour period starting two days prior to illness onset or two days prior to testing until the time the patient is isolated.
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

## HEALTH AND SAFETY PREVENTATIVE MEASURES FOR ST. CLAIR COUNTY

St. Clair County has put a number of best practices and measures in place to ensure the health and safety of individuals. Our Plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

### Minimizing exposure from co-workers.

St. Clair County takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:

#### General Education:

- Posting CDC information, including recommendations on risk factors
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discourage handshaking and encourage the use of other non-contact methods of greeting
- When possible, avoid the use of other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use

#### Social Distancing

- Limit in-person meetings
- Restrict the number of workers present on-site to no more than necessary
- Require remote work as much as possible
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Encourage employees to minimize ridesharing.
- Require use of masks and necessary PPE
- Restrict use of meeting and conference rooms and Motor Pool vehicles

#### When an employee tests positive for COVID-19

##### Department Head/Supervisor:

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- Prohibit entry into the facility.
- If the source of infection is known, identify if it was at the workplace or outside.

- Notify Human Resources.
- Notify Maintenance for cleaning of work area and common areas that may have been infected.

#### Human Resources:

- Notify St. Clair County Health Department
- Contact employee and review all leave time options.
- Notify employee's co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
  - Notify all employees whose worksite is in a facility that a positive case has been identified via e-mail, close contacts will be notified separately.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- For employees who had close contact, as defined above, with employee in past 14 days, send them home for a 14-day self-quarantine.
- Notify known citizens, vendors, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
- Respond to inquiries by CDC or St. Clair County Health Department as received.

#### Restrict employees from the workplace if they display symptoms of COVID-19

- For employees who are completing in-person work, daily self-screening with a questionnaire is required prior to entry into the facility.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- The ability to work remotely will be required where possible.

#### Actively encourage sick employees to stay home:

- Encourage employee to contact Human Resources for leave time options.
- St. Clair County will follow St. Clair County Health Department, state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered

#### If an employee has a confirmed case of COVID-19, St. Clair County ensures the following:

- We will communicate with co-workers
- We will provide the health department with the name of any identified employees that may have been exposed
- St. Clair County will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas

- Guidance from the employee's health care provider will also be considered
- We will perform increased environmental cleaning and disinfection
  - Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day
  - We will all routinely clean and disinfect all frequently touched surfaces in the workplace.
  - Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID-19 symptoms
  - Monitor and respond to absenteeism
- We have a flexible work environment where individual departments have the ability to work remotely and at different times.
- Continuity of Operation Plans are developed based by department to continue essential business functions in the event higher than usual absenteeism occurs.

#### Other considerations:

- Employees are reminded about our employee assistance program (EAP) resources and community resources as needed.
- Employee Assistance Program:  
[http://intranet/file\\_library/Human%20Resources/Insurance%20Information/Ability%20Assist%20Flyer.pdf](http://intranet/file_library/Human%20Resources/Insurance%20Information/Ability%20Assist%20Flyer.pdf)
- Telehealth: <https://bcbsmonlinevisits.com/loginConsumer.htm?logout=true>
- A listing of community resources available is on the Community Service Coordinating Body website at: <https://csbinfo.org/resources/covid-19/>

#### Minimizing exposure from those outside of our workforce including citizens, vendors and contractors

- St. Clair County's practices will be continually evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with virtual meetings and finally transitioning to onsite meetings with appropriate precautions when that time comes.
- When possible, St. Clair County will limit the number of citizens and visitors in the facility.
- Citizens are encouraged to utilize mail and on-line offerings to receive services.
- Social distancing practices to be observed:
  - 6-foot distances are marked in areas where citizens might gather/wait
  - In person meetings restricted unless absolutely necessary with appropriate social distancing
  - Limit the number of citizens allowed into workplace
  - Minimize face to face contact
- Information is posted and regularly updated on the intranet educating individuals on ways to reduce the spread of COVID-19
- Any individual entering one of St. Clair County facilities must complete a screening questionnaire prior to entry.

- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- Physical barriers between St. Clair County employees and customers have been installed in high volume areas (i.e. shielding at the front desk areas).

This Plan is based on information and guidance from the CDC, OSHA and MIOSHA at the time of its development. The safety of our employees, citizens and visitors remain the top priority at St. Clair County. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and citizens. As the COVID-19 outbreak continues to evolve and spread, St. Clair County is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA, MIOSHA, MDHHS and the St. Clair County Health Department.

## TRAINING

The County shall coordinate COVID-19 training and ensure compliance with all training requirements. The Company will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

## RECORDKEEPING

The County will maintain records of the following records:

- Training. All COVID-19 employee training. Records should include the name of the employee(s) trained and the date of the training.
- Screening protocols. Screening for each employee or visitor entering the workplace.
- Notifications. Records of when the local public health department was notified when an employee is identified with a confirmed case of COVID-19; as well as notification for any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

## REMOTE WORK POLICY

### Purpose

This plan includes the measures we are actively taking to mitigate the spread of coronavirus. In the interest of protecting employee health & safety and proactively slowing the spread of the COVID-19 virus, St. Clair County has implemented an emergency remote work plan following MiOSHA Emergency Rules dated 10/14/2020 stating “the employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.”

To this end, all employees are expected to employ the practice of working at home, instead of working at the primary place of work (e.g. the office), unless otherwise specified below.

St. Clair County reserves the right to terminate or extend the emergency remote work plan at any time given the constantly evolving nature of the COVID-19 situation. Employee compensation, benefits, work status, and work responsibilities will not change because of the emergency remote work plan.

This coronavirus (COVID-19) company policy is subject to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

<http://www.stclaircounty.org/Offices/policies/331%20-%20Telecommuting%20Policy.pdf>

### **Emergency Remote Work Guiding Principles**

In implementing emergency remote work, St. Clair County has followed these principles:

- If organizational needs change, emergency remote work logistics may change.
- The program will be transparent to all employees.
- The program will be consistently applied to all eligible employees.

### **Scope**

This coronavirus policy applies to all our employees. This policy applies to all eligible regular [full-time and/or part-time] employees at St. Clair County.

### **Elements**

**Core Work Hours:** Period during which all employees must be present at the workplace or their remote office. Unless otherwise specified, employees are expected to be present whether at the workplace or remote office during his or her normal work schedule.

**Eligibility Criteria:** Full-time or part-time employees whose work can be done, even partially, without a physical presence in the workplace.

Employees must complete an Employee Telecommuting Agreement prior to working remotely.

Not all roles are suited to remote work because they require extensive use of onsite resources, hands-on service, or other operations; or it is not feasible for the employee to work remotely. Each Department Head is required to complete an employee remote work form listing each job title and reason for performing onsite work. These forms must be forwarded to Administration upon completion.

The number of hours the employee is expected to work per day, or per pay period, will not change because of the emergency remote plan.

Employees are required to be available by [phone, chat, video-conference] during scheduled hours, except for the lunch period.

If an employee is ill while the emergency remote plan is in place, St. Clair County's attendance notice and reporting procedures must be followed. Non-exempt employees must report hours worked and use sick leave for hours not worked.

The employee's offsite, work location is to be considered an extension of the primary St. Clair County work location. The employee is responsible for compliance with health and safety regulations while working in their home office. The employee promises to maintain safe working conditions at the secondary work location and to practice the same safety habits in the designated secondary workspace as in their primary workspace.