

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

ADMINISTRATION—APPROVE COVID-19 PREPAREDNESS, RESPONSE AND SAFE WORK PLAN

WHEREAS, under Executive Order 2020-77, organizations must establish a COVID-19 preparedness and response plan; and

WHEREAS, Allegan County has been developing such plans and instructions to the organization since March 10, 2020; and

WHEREAS, the Michigan Municipal Risk Management Authority in cooperation with the Michigan Association of Counties has developed a template plan that the County has integrated with its existing plans.

THEREFORE BE IT RESOLVED, that the Allegan County Board of Commissioners hereby approves the County's 2020 COVID-19 Preparedness, Response and Safe Work Plan, as attached; and

BE IT FURTHER RESOLVED, as new guidance is developed and Executive Orders or other regulatory changes are released, the County Administrator is authorized to make necessary modifications to the plan; updated plans shall be made available to the Board and the organization through the designated posting area; and

BE IT FINALLY RESOLVED, the County's plan shall remain in effect through December 31, 2020, unless otherwise terminated prior and shall be reviewed for continuance prior to September 30, 2020.



Allegan County COVID-19 Preparedness, Response and Safe Workplace Plan¹

Date Approved: May 14, 2020

Date Revised: _____

¹ This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-77, a copy of your Plan must be available at your headquarters or worksite.

Allegan County
COVID-19 Preparedness and Response Plan
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Model COVID-19 Preparedness and Response Plan²

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, Allegan County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated by the County Administrator (COVID-19 Workplace Coordinator) as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

This plan is intended to cover aspects that are generally applicable to the overall County organization. In consideration of the different work environments and nature of the offices that operate within Allegan County facilities the COVID Workplace Coordination Team will work with each office to understand specific needs and customized plan development. It is important that each area focus on “root issues” in identifying whether to bring staff on-site or introduce increased visitors on-site. A root issue approach would look at the actual service gap that may exist as opposed to focusing on physical presence and considering alternatives to resolve that gap.

Please contact Facilities Management by submitting a Track-It work order or by calling 673-0474 to assist in the development of specific plans that may be needed for your service are to continue operations.

ESSENTIAL WORKERS NECESSARY TO PERFORM CRITICAL INFRASTRUCTURE FUNCTIONS OR CONDUCT MINIMUM BASIC OPERATIONS

Executive Order 2020-42, 2020-59, 2020-70 and 2020-77 prohibit 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 the Executive Orders.

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

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely under the following parameters

² This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-77, a copy of your Plan must be available at your headquarters or worksite.

- Staff remains available for work.
 - Staff reports for work at their normal designated times from their home location, unless otherwise directed.
 - Employees assist in supporting the work of other service areas if their own workload becomes limited.
 - If all workloads or assignments become limited, employees are expected to participate in online education and development.
 - There are many skill building opportunities available.
 - Examples may include:
 - EAP – Stress and Mental Health Courses
 - Think HR – Customer Service Skills, Workplace Safety, Workplace Management and Employment Law, Office Safety
 - Microsoft – Office 365 Training
 - For the most up to date information, the County will post onto the Intranet; link below: <http://connect/hr/SitePages/Training.aspx>; also found under the Quick Link entitled, *Training*.
 - All employees are to stay in contact with their supervisor and if time availability exists, they are to offer assistance to their department and the County in general through a number of review and planning tasks that normal business times do not always allow for.
 - Examples include:
 - Developing or reviewing standard operating procedures for all tasks performed on a daily basis, and reviewing policies;
 - Developing multi-year budget plans including updating goals and objectives;
 - Reviewing and updating departmental Continuity of Operations Plans;
 - Developing or updating strategic plans;
 - Researching ideas to create efficiency in our processes or improve delivery of service;
 - Reviewing email accounts for emails that can be deleted or need to be filed elsewhere, organizing and maintaining electronically stored files in employee, departmental and other shared storage locations, and many more tasks that often get cast aside in our daily work.
- Employees in need of assistance, such as training or templates, to conduct any of these tasks may contact Human Resources.
- If supervisors and employees in good faith meet the above criteria, employees shall receive pay for their normal work schedule. Employees are to fill out a timecard as normal.
 - If employees do not wish to be available for work, they are to follow the normal process for requesting and recording leave, unpaid time could apply if due to special circumstances.

Employee Screening Before Entering the Workplace

To protect health and safety in the workplace Allegan County implemented the following Mandatory Employee monitoring process effective Wednesday, April 8, 2020:

1. Employees shall complete the screening form; appendix A at home before reporting into work.
2. If an employee answers “yes” to any of the symptoms in section 1 or at least 2 of the symptoms listed in section 2, or your temperature is greater than 100.4 F The employee is to stay home and immediately contact their supervisor or designee and a health provider via telemedicine for additional guidance. (If covered by Priority Health – call 844-322-7374 for telemedicine access.)
3. Temperatures are not currently required to be taken. If community wide spread of a virus occurs we could transition to requiring a temperature to be taken in the future.

4. If employee answers “no” to all questions, the employee is to email the completed form (or provide a paper copy) to their supervisor or designee once they report to work.
5. Employees are reminded to follow all hygiene and social distancing precautions outlined within this plan.

Personal Protective Equipment

Allegan County shall provide and make available to all workers performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, face masks and physical barriers (such as clear plastic sneeze guards) as appropriate for the activity being performed by the worker. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space. **Organizational PPE and cleaning supplies may be obtained through Facilities Management by submitting a Track-It work order or by calling 673-0474.**

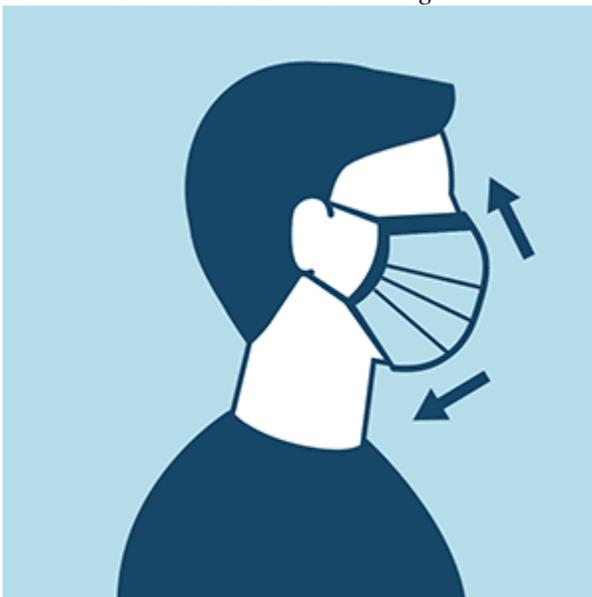
Face Masks - A distribution process of masks was deployed on April 27, 2020. Individually wrapped prewashed face masks covering the nose and mouth were delivered to departments. Priority was given to those employees whom did not already have their own. Employees who already had a suitable non-medical mask and prefer to use their own may do so.

As more employees report back to work, supervisors are to ask each employee if they need a mask; report your findings to HR@allegancounty.org. Human Resources will provide masks upon request.

Employees are required to wear a cloth mask (see below for the proper way to wear) when they are working directly with the public, in a shared office space with other employees, in other shared spaces, e.g. lunch rooms, lobby’s, common areas etc. and if they go into any shared public space (store, restaurant, etc.) as part of their duties or any time during work hours.

Employees should wash their facemask(s) once a day by hand or machine using detergent. The face covering should be fully dry before using. You should have a couple of face coverings so you can rotate for washing.

How to Wear a Cloth Face Covering



Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

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. Employees should remain in their assigned work areas as much as possible.

While County Services will remain in operation; the organization's focus is to prioritize everyone's health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public.

On March 13, 2020, in an effort to decrease the density of staff population in working areas, the County began encouraging employees to work with their supervisor to consider remote work, time off, or any other flexible scheduling options within the bounds of law and current policy. Service areas may retain on site staffing levels where necessary to still provide essential services. Employees that are working in the building(s) must work minimum 6 ft. apart.

Meal and Break Periods - The number of employees permitted in any break areas or shared kitchen/dining areas shall be limited to ensure the necessary social distancing restrictions can be adhered to. To the furthest extent possible, schedules shall be staggered to avoid increased traffic in these areas.

Fitness Centers and Activities – The Fitness Centers shall remain closed throughout the term of this plan or until amended. All in-person wellness activities are suspended (one-on-one health risk assessments, fitness classes, etc.) until further notice.

Meetings - Any nonessential meetings or gatherings to be cancelled or converted to a call-in or online meeting. In general, “essential” should be considered absolutely necessary for safety or continued operations. When meetings are essential, avoid close contact by keeping separation of at least six feet where possible. Ensure that there is proper ventilation in the meeting room.

Travel - All nonessential travel, conferences, trainings, etc. shall be suspended or converted to a call-in or online event. In cases where an employee may need to travel for business or personal reasons the employee shall notify their supervisor and the supervisor in conjunction with the Executive Director Human Resources shall develop a plan for potential quarantine upon return from travel.

Alternative Work Options – Supervisors should consider scheduling changes to leverage telecommuting (remote work), staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting number of non-employees who are able to enter facilities or areas within facilities.

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. Hand shaking is also prohibited to ensure good hand hygiene.

On March 10, 2020, the County implemented the following OSHA protocols and building signage was posted;

- Stay home if you are sick. (Such absences may qualify for leave under the FMLA).
- Wash hands frequently with soap and water, for at least 20 seconds, or use sanitizer if soap and water are not available.
- Avoid touching nose, mouth and eyes.
- Cover coughs and sneezes with tissues (or in elbow rather than hand if a tissue is not available).
- Wash hands or use hand sanitizer after sneeze or cough.
- Avoid close contact with coworkers and customers (maintain separation of at least six feet).
- Avoid shaking hands and always wash hands after contact with others.
- Avoid using other employees' phones, desks, offices or other work tools and equipment. Clean all equipment frequently.
- Use email and phones to communicate as much as possible.
- Minimize meetings. When meetings are necessary, avoid close contact by keeping separation of at least six feet where possible. Ensure that there is proper ventilation in the meeting room.

Enhanced Cleaning and Disinfecting

To assist in limiting the spread of viruses and germs, the County has hired additional custodial resources and increased frequency of schedules to disinfect door handles and hardware, plumbing fixtures, hardware, knobs etc. with hospital grade disinfectant as part of their day today standard operating procedures. In addition to the existing hand sanitizing stations in services areas, mobile hand sanitizing stations were purchased and placed in public areas near building entrances. Increased signage was placed throughout buildings to provide guidance. On March 24, 2020, Facilities Management began distributing individual cartons of disinfecting wipes to departments throughout all facilities. Staff continues to work on increasing supply stock and will maintain an emergency stock for future events such as this.

Employees are encouraged to continue to use existing standard procedures for work or cleaning requests by using the [Track-IT](#) work order system or if unable to do so, call 269-673-0474. Track-IT remains the best and most efficient method of communicating any needs of staff and buildings.

Tools and Equipment

Allegan County limits the sharing of tools and equipment among in-person employees. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Allegan County will provide employees with disinfectant wipes and other disinfecting products for this purpose.

VISITORS

While County Services will remain in operation; the organization's focus is to prioritize everyone's health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public. To the degree possible, visitors that are allowed entry into a county facilities should be limited by trying to assist individuals over the phone, guiding them to online resources, postponing

non-essential visits, etc. When in person services are essential, individuals shall maintain the recommended social distancing protocols.

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. 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.

Allegan County requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.

The COVID-19 Workplace Coordinator or designee(s) will communicate on a regular basis with each building to determine the level of public access needed to maintain services and the health and safety of the staff and public. The Youth Home, Medical Care Community, Community Mental Health, Sheriff's Office/Corrections Center and Central Dispatch currently remain under a limited or no visitor protocol. The Animal Shelter is available by appointment only. All continue to provide in-house services and are available to the public via phone or other means.

With their diverse operations and constituencies, the Courthouse and Human Service Buildings remain open; however, a press release was sent to reduce the need for visitors and update the public on the other buildings as well. Courts and elected offices may choose to alter service processes, further limit need for public appearance, go to appointment only, etc. as appropriate for their office.

As restrictions loosen proportionate to the level of COVID-19 spread within the community, the COVID-19 Workplace Coordinator or designee(s) will engage each department and building to develop a phased approach to increasing access to the buildings in a manner that maintains social distancing and precautions.

SICK LEAVE

Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

The purpose of this section is to provide guidance to employees on the availability of leave benefits that have been newly created by the Families First Coronavirus Response Act, a federal law that will become effective on April 1, 2020.

Under the law, employees may be eligible for paid leave for absences that meet certain criteria related to the COVID-19 pandemic, and the County will provide leave consistent with the federal law. Details are discussed below.

Please contact Human Resources at 269-673-0205 ext. 2649 or HR@allegancounty.org for questions or assistance, as needed.

Emergency Paid Sick Leave

Effective April 1, 2020, all regular full-time and part-time employees who are unable to work (or telework) due to one or more of the following reasons related to the outbreak of COVID-19 will be

eligible to receive up to 80 hours of Emergency Paid Sick Leave (part-time employees are eligible to receive paid leave equal to the average number of hours that the employee works over a 2-week period):

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services.

Pay Rates:

Employees utilizing Emergency Paid Sick Leave for reasons 1, 2, or 3 shall be paid at their regular rate of pay up to a maximum of \$511 per day and \$5,110 in the aggregate (over a 2-week period).

Employees utilizing Emergency Paid Sick Leave for reasons 4, 5, or 6 shall be paid at 2/3 their regular rate of pay up to a maximum of \$200 per day and \$2,000 in the aggregate (over a 2-week period).

Public Health Emergency FMLA Leave

Effective April 1, 2020, all regular full-time and part-time employees who have been employed with the County for at least 30 days prior to beginning leave under this provision will be eligible to receive up to 12 weeks of family and medical leave if the employee is unable to work (or telework) because the employee needs to care for his or her minor child whose school or place of care has been closed, or whose child care provider is unavailable, due to a COVID-19 emergency declared by a Federal, State, or local authority (part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over that 12-week period).

The first 10 days of leave under this provision will be unpaid. However, during the first 10 days, the employee may be eligible to utilize Emergency Paid Sick Leave, as described above, or may choose to be compensated with PTO or COMP time.

FMLA leave taken by the employee for other FMLA-qualifying reasons reduces the amount of leave available under this provision.

Pay Rate:

Employees utilizing leave under this provision shall be paid at 2/3 their regular rate of pay up to a maximum of \$200 per day and \$10,000 in the aggregate (over a 10-week period).

Medical Certification

The County may require employees seeking leave to provide a medical certification describing the reason(s) the employee requires leave.

Symptoms

Employees are encouraged to contact their primary care physician if they are exhibiting the following symptoms:

- Fever
- Cough

- Shortness of breath

Employees who exhibit these symptoms at work may be directed to go home and will be eligible to utilize Emergency Paid Sick Leave for their absence if they are unable to perform their job duties remotely.

Notice

Employees should provide notice of their need for leave as soon as practicable.

Exclusions

The law gives the County the right to exclude healthcare providers and emergency responders from taking these leaves. Requests for leave by healthcare providers and emergency responders will be considered on a case-by-case basis.

Expiration

The leaves provided under the federal law expire on December 31, 2020, and leave time may not be carried over into 2021.

All other qualified leaves of absences continue to apply. Additional information found on the County website under Human Resources and Employee Handbook.

EMPLOYEES WITH PROBABLE OR CONFIRMED COVID-19 CASES

Allegan County will contact the Local Health Department of the identified Probable or Confirmed COVID-19 cases (based on residency) to ensure the Local Health Department is aware. There can be delays in the reporting local health departments receive. As such, they will work with the County to identify who else in the organization might be at risk.

COVID-19 is considered a specific condition or diagnosis. Due to confidentiality and privacy requirements the County cannot disclose such information identifying a specific employee. Allegan County must protect the confidentiality of the employee. Legally, they cannot identify the employee by name. Allegan County can not disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for COVID-19 except to the local health department (MCL 333.5111(1)b; HIPAA §164.512(b); R 325.173).

The County is committed to ensuring a safe working environment and to notifying employees if the County learns they have been in contact with COVID-19 in the work environment. In any case when an employee tested positive or is diagnosed as a probable, the employee is interviewed and the case investigation is completed. Any individuals (including other employees) considered a close contact would then be notified and put on mandated home quarantine. As such, it is best to let employees know that if an employee has been in close contact with a positive COVID-19 employee they would be notified by the local health department and/or Allegan County Human Resources department. If they have not been notified they should continue to follow appropriate precautions at all times.

Probable Cases

An employee will be considered to have a Probable Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Cough
 - Shortness of breath
 - Difficulty breathing

OR

- They are experiencing at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat and/or
 - New loss of taste or smell
- AND
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive or is a probable case of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes or has been told by the Local Health Department that he or she qualifies as a Probable Case (as a described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-isolation for 10 days from onset of symptoms; and
- Seek immediate medical care or advice.

If an employee qualifies as a Probable Case, then Allegan County will work with their Local Health Department:

- Notify all employees who have been identified as a close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee two days before their onset of symptoms (while not disclosing the identity of the employee to ensure the individual's privacy).
- Ensure that the employee's work area is thoroughly cleaned.
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if they have received lab confirmed positive result.

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

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then Allegan County will:

- Work with the Local Health Department and ensure all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) two days before the confirmed case's onset of symptoms while not disclosing the identity of the employee to ensure the individual's privacy);

- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

BUSINESS CONTINUITY PLANS

Each County department has an existing Continuity of Operations Plan (COOP) in place as part of the County's overall emergency preparedness strategy. These COOP plans shall be referenced and updated as necessary to ensure consideration of COVID-19.

The COVID-19 Workplace Coordinator and/or designee(s) will: (1) work with management 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.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-77, critical infrastructure workers also include³:

- 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.
- 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 Under Executive Orders 2020-77, 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.

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



HEALTH
Department

COVID-19 Workplace Health Screening (May 6)

Company Name: Allegan County Employee Name: _____

Date: _____ Time In: _____

1. In the last 24 hours, have you experienced:

Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. In the last 24 hours, have you experienced:

Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose or congestion*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Temperature:		

****New or worsening symptoms outside of what individual defines as normal.***

If you answer “**yes**” to any of the symptoms listed above in section 1, *at least two of the symptoms listed in section 2*, **OR** your temperature is **100.4°F or higher**, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for minimum of 10 days since symptoms first appear or per guidance of your local health department.
 - If diagnosed as a probable COVID-19 or test positive, call your local health department and make them aware of your diagnosis or testing status.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traveled via airplane internationally or domestically?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer “**yes**” to either of these questions, please do not go into work. Self-quarantine at home for 14 days. Contact your primary care physician’s office if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware.

For questions, visit www.allegancounty.org/health . Contact the Allegan County Health Department at (269) 696-4546 or COVID-19@allegancounty.org.

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.

APPENDIX D

**SAMPLE VISITOR
COVID-19 SCREENING FORM**

Court/Office Visiting: _____

Visitors Name: _____ Appointment Date: _____ Time In: _____



COVID-19
Screening

HEALTH
Department
updated April 29, 2020

BEFORE ENTERING THIS BUILDING:

- Do you have a fever or feel feverish?
- Do you have any chills?
- Do you have a headache?
- Do you have a sore throat?
- Do you have a runny nose or congestion?
- Do you have a new or worsening cough?
- Do you have shortness of breath?
- Do you have a loss of smell or taste?
- Do you have muscle aches?
- Are you fatigued or tired?
- Are you nauseous or vomiting?
- Do you have diarrhea?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

If the answer is YES to any of the questions, do not enter the building. Call your medical provider for guidance or the Allegan County Health Department COVID-19 Hotline at 269-686-4546.

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

Allegan County Public Health has worked with Human Resources in developing signage utilized both internally at offices and at entrances:



Per Governor Whitmer's Executive Order 2020-59,

YOU MUST WEAR A FACE MASK TO ENTER THE BUILDING

A face mask includes a homemade cloth mask, scarf, or bandana. Your mask must cover your nose and mouth.



KNOW THE SYMPTOMS OF COVID-19



Fever



Dry Cough



Shortness of Breath

BEFORE ENTERING THIS BUILDING:

- Are you sick with a cough?
- Do you have a fever?
- Any difficulty breathing?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

If YES to the above questions, do not enter the building. Call your medical provider for guidance. Please consider doing business with us by phone, email or at www.allegancounty.org

KNOW THE SYMPTOMS OF COVID-19

- Fever
- Dry Cough
- Shortness of Breath

PRACTICE & REINFORCE GOOD PREVENTION HABITS

COVID-19 has made a lot of people sick. Scientists and doctors think that most people will be ok, especially kids, but some people might get pretty sick. Everyone should continue to take the following basic personal-hygiene measures to prevent the spread of the virus.

WHAT CAN I DO SO THAT I DON'T GET COVID-19?

- **Wash your hands** often with soap & water or use hand sanitizer
- **Avoid** touching your eyes, nose, and mouth with unwashed hands
 - This keeps the germs out of your body!
- **Cover** your mouth and nose with a tissue or elbow when coughing or sneezing
- **Avoid** handshakes
- **Avoid** contact with sick people who are sick
- **Stay home when you are sick**
 - Just like you don't want to get other people's germs in your body, other people don't want to get your germs either.

KEEP THINGS CLEAN!

- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

APPENDIX F
OTHER RESOURCES

Governor Whitmer's Executive Order 2020-42 and Executive Order 2020-59:

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

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42 and Executive Order 2020-59:

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

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,00.html

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

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

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

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

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

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

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

APPENDIX G

**ALLEGAN COUNTY
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

This is to certify that I have reviewed the Allegan County 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 and Michigan Executive Order 2020-59 dated April 24, 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 the Allegan County website www.allegancounty.org and at each Allegan County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: _____

Signature: _____

Name of Official: _____

Title: _____

Date: _____

APPENDIX H

Frequently Asked Questions (FAQ) Related to the Guidance on Leave Related to COVID-19

These questions and answers apply to regular full-time and regular part-time employees effective April 1, 2020.

1. **Question:** I personally am diagnosed with COVID-19 and am unable to work how will I be paid? What options are available to me as an employee with Allegan County?
 - a. *Answer:* You need to apply for a leave of absence, contact Human Resources (HR) at hr@allegancounty.org. You will be given paperwork to complete including Short Term Disability (STD) paperwork. You are eligible to submit a claim for STD. If you are approved for STD, your replacement wages will begin after a 7 day wait period. Your wages through STD will cover 2/3 of your regular wages. You will be eligible to receive up to 80 hours of Emergency Paid Sick Leave. These hours can be used to cover the 7 day wait period for STD and to make your pay whole for each week you receive STD replacement wages. For a 40 hour employee, this is 13 hours per week. Once your Emergency Paid Sick Leave (up to 80 COVID hours) is used up, you can then use your PTO or COMP or choose to take this time unpaid and receive only the STD replacement wages.

2. **Question:** If I self-quarantine, have not been advised by a medical provider to do so, and am not able to work remotely, how will I be paid? Or, if I am caring for an individual who has self-quarantined and has not been advised by a medical provider to do so, and am not able to work remotely, how will I be paid?
 - a. *Answer:* Subject to your supervisor's approval, you are able to utilize PTO, COMP time or be unpaid.

3. **Question:** If I am working remotely, but may at times not get all my hours worked due to lack of work or lack of work duties, how will I be paid?
 - a. *Answer:* If leaders and employees in good faith meet the criteria below, employees will receive pay for their normal work schedule. Therefore, if the criteria is met please fill out your timecard as you would normally.
 - i. Remote staff shall remain available for work;
 - ii. Staff shall be considered to be working remotely and shall report for work at their normal designated times from their home location, unless otherwise directed.
 - iii. Employees shall assist in supporting the work of other service areas if their own workload becomes limited.
 - iv. If all workloads or assignments became limited, employees shall be expected to participate in online education and development (links were provided).

All employees shall stay in contact with their supervisor and if time availability exists, they shall offer assistance to their department and the County in general through a number of review and planning tasks that normal business times do not always allow for. Examples include developing or reviewing standard operating procedures for all tasks performed on a daily basis, reviewing policies, etc.

4. **Question:** I am a first responder (e.g. Sheriff Deputy, Public Health Employee, Corrections Officer) what makes me eligible for workers' compensation pay when it comes to COVID-19?
 - a. *Answer:* Please follow the normal process for submitting a Workers' Compensation claim. Please contact HR at HR@allegancounty.org for assistance.

5. **Question:** If a high-risk employee chooses to stay home and there is no work to perform from home, will the employee be paid?
 - a. *Answer:* Subject to your supervisor's approval, you are able to utilize PTO, COMP time or be unpaid.

6. **Question:** If a high-risk employee stays home and is working from home, will the employee be paid?
 - a. *Answer:* Yes, in this situation the employee would be treated the same as any other employee who is working from home.

7. **Question:** What is the definition of a high-risk employee?
 - a. *Answer:* A high-risk employee is an employee at risk of severe illness. These individuals include, but are not limited to older adults and persons of any age with underlying medical conditions, such as persons with a blood disorder (e.g., sickle cell disease or a disorder being treated with blood thinners), an endocrine disorder (e.g., diabetes mellitus), or a metabolic disorder (such as inborn error of metabolism); those with heart disease, lung disease (including asthma or chronic obstructive pulmonary disease), chronic kidney disease, or chronic liver disease; those with a compromised immune system (e.g., those who are receiving treatments such as radiation or chemotherapy, who have received an organ or bone marrow transplant, who are taking high doses of immunosuppressant, or who have HIV or AIDS); those who are currently pregnant or were pregnant in the last two weeks; and those with neurological or neurological and neurodevelopment conditions.

8. **Question:** What is the difference between the terms, self-isolation or self-quarantine?
 - a. *Answer:* The Center for Disease Control and Prevention provides the following definitions:
 - i. Isolation separates sick people with a contagious disease from people who are not sick.
 - ii. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

9. **Question:** I would like to know more about COVID-19, but there is so much information available. Are there credible sources available?
 - a. *Answer:* According to our Public Health Team:
 - i. Updates will continue to be posted on our Facebook and website. Follow @AlleganCountyHD on Facebook and visit www.allegancounty.org/health.
 - ii. Our COVID-19 informational hotline at (269) 686-4546 (operational from 8:00am to 8:00pm daily) and email COVID-19@allegancounty.org are available for all residents.
 - iii. Additional accurate information is available at www.michigan.gov/coronavirus; www.cdc.gov/coronavirus