Emmet County
COVID-19 Preparedness and Response Plan

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# Emmet County
COVID-19 Preparedness and Response Plan

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Model 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 directives and / or orders related to COVID-19, Emmet County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state directives or local orders related to COVID-19 are issued or amended.

I. GENERAL OVERVIEW
The following COVID-19 Preparedness & Response Plan has been established for Emmet County in accordance with the requirements in the most recent Executive Order (“EO”) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer and in accordance with Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (“OSHA”).

Essential Staff Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations (now rescinded)

Executive Order 2020-42 and subsequent Executive Order 2020-59 prohibits businesses or operations to operate a business or conduct operations that requires staff to leave their homes except to the extent those staff are necessary to sustain or protect life (i.e., critical infrastructure staff) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure staff as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such staff identified by Governor Whitmer in Executive Order 2020-42 and 2020-59; or those determined by Emmet County Administration.

Under Executive Order 2020-42 and 2020-59, staff who are necessary to conduct minimum basic operations are “those staff whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other staff to work remotely.”

Only “critical infrastructure staff” 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. Staff designated as critical infrastructure staff or those required to conduct minimum basic operations will be informed of such designations verbally by department heads and in writing, if so required.

On or about 4/24/2020 the Governor issued Emergency Directive 2020-59 that amended some of the staff allowed working with specific social distancing and PPE requirements. In addition, Emmet County Administration completed a review of the counties governmental operations to ensure that public services needed by the public have not been reduced to such an extent that they are irrelevant or unattainable. Each County Department as part of the County Government may be considered essential upon an internal review of their work as it relates to governmental operations continuity.

Subsequent Executive Order 2020-59 has modified requirements for in-person work and has provided that additional resumed activities may allow in-person staff to return to work. Executive Order 2020-59 is in effect until May 15, 2020. In response to Executive Order 2020-92 and the rescission of Executive Orders 2020-77 and 2020-90, Emmet County will allow public access to county facilities in accordance with the required health screening process, proper PPE (mask) and adherence to all social distancing guidelines.
1. BASIC PREVENTION MEASURES

Enhanced Hygiene
Staff are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Staff will be provided with access to places to frequently wash hands or to access hand sanitizer, including upon entry. Staff 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.

Staff are discouraged from using other staff’ phones, desks, offices, or other work tools and equipment, when possible. If sharing is required, staff should wipe down all items and spaces prior to sharing it with another worker.

Sick Leave
Staff are encouraged to stay home if they are sick. In addition, staff are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Emmet County’s applicable leave policies. Leave time paid to staff since April 1, 2020 to stay home because of the isolation order will count towards satisfying the requirements of the Emergency Paid Sick Leave Act as outlined in FFCCRA. Any onsite employee who appears to have a respiratory illness may be separated from other staff and sent home.

Remote Work
All staff who are not essential to operations, and whose job duties reasonably allow to them telework, may work remotely only if authorized by the County Administrator. In many cases, Emmet County may not have the technology equipment in place to have staff work remotely. As of 4/24/2020, those staff that continue to be designated non-essential, or do not have the ability to work remotely from home, may be subject to re-classification for other essential work, or furlough. As of 5/18/2020, all remote work has been discontinued unless approved by the County Administrator in an agreement with the department head or elected official. In addition, face-to-face meetings should be replaced with virtual communications to the extent possible.

Enhanced Cleaning and Disinfecting
Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly by both departmental staff as well as building and maintenance personnel using products containing EPA-approved disinfectants. Staff will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. When choosing cleaning chemicals, Emmet County will attempt to utilize the best products as recommended by Health Department authorities or suppliers of such product-subject to availability. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to.

Enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the area will be deep-cleaned and disinfected and then let sit unoccupied for 72 hours.

Protective Safety Measures

Enhanced Social Distancing
Staff are directed to perform their work in such a way to reasonably avoid coming within six feet of other individuals. Where possible, staff may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Ground markings, signs, or physical barriers may also be used, if needed. The number of staff permitted in any break room or lunchroom shall be limited to ensure social distancing restrictions can be followed. Staff should remain in their assigned work area as much as possible. Staff will be provided with personal protective equipment appropriate to the exposure risk associated with the job following guidance from the Occupational Safety and Health Administration (“OSHA”) and the Centers for
Disease Control and Prevention (“CDC”) applicable to the industry and types of jobs at the workplace and in accordance with applicable state orders. Physical barriers may also be installed for staff commensurate with their level of risk of exposure to COVID-19. Emmet County may consider alternating days or extra shifts that reduce the total number of staff in the workplace at one time to ensure social distancing can be maintained.

Emmet County will follow guidance from the State of Michigan Health Department & Northwest Michigan Health Department with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform staff of recommended prevention and mitigation measures. The County will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, Emmet County will adopt any additional infection-control measures.

III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

Employee Screening Before Entering the Workplace

Emmet County has implemented a screening protocol to identify known or suspected cases of COVID-19 among staff and isolate them from the remainder of the workforce. At the beginning of each day at the start of each work shift, staff will be screened for signs and symptoms of COVID-19 as required. Staff have been directed to promptly report any signs and symptoms of COVID-19 to Human Resources before and during the work shift and have provided staff with instructions for how to make such a report to the employer. A sample Employee Entry Screening Questionnaire is attached as Appendix B.

A screening questionnaire should be completed by all staff 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 protective equipment. If an employee fails the screening process, they will be prevented from entering the premises 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. A healthcare provider’s note is not required to validate an illness or to return to work (although the employee must still meet the relevant criteria to return to work).

Self-Monitoring for Symptoms

Staff are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

Procedures for Reporting Illness

Suspected Cases

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

- They are experiencing any of the following COVID-19 symptoms:
  - Fever;
  - Shortness of breath; and/or
  - Continuous cough.
- Or they are experience at least two of the following symptoms:
  - Chills
  - Repeated shaking with chills
Muscle pain
Headache
Sore throat and/or
New loss of taste or smell

- They have been exposed to a COVID-19 positive person, meaning:
  - An immediate family or household member has tested positive for or exhibited symptoms of COVID-19; or
  - In the last 14 days, the employee came in close contact (within 6 feet for more than 10 continuous minutes) with someone who has tested positive for COVID-19.

If an employee believes they qualify as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice, and follow-up with their immediate Supervisor and Human Resources.

If an employee qualifies as a Suspected Case, then we will:

- Notify all staff who may have come into close contact (being within approximately six feet for a 10 continuous minutes, period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee unless required to do so to comply with safety protocol; to ensure the individual’s privacy); and
- Ensure that the employee’s work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations (at the work place on-site) in the past 14 days and that person tested positive for COVID-19.

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

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

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

- Within 24 hours, the County Administrator will notify the local health department and any co-staff, contractors, or suppliers staff who may have come into close contact with the employee (being within approximately six feet for longer than 10 minutes of continuous contact without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual’s privacy unless required to do so to comply with safety protocol);
- 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 staff about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

**Becoming Sick at Work**

Emmet County will physically isolate any staff with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

(a) Not allowing known or suspected cases to report to or remain at their work location.
(b) Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
(c) Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Any onsite employee who appears to have a respiratory illness may be separated from other staff and/or other individuals and sent home. If such a situation arises, the County will identify a designated area with closable doors to serve as an isolation room until such potentially sick staff can be removed from the workplace. Personnel entering any designated area will be strictly limited.

**PPE**

Emmet County will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for staff. The following will be applied to the selection and use of PPE by staff.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable.
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Emmet County will provide any required PPE in accordance with any state and local orders. Staff who are able to medically tolerate a face covering are required to wear masks when staff cannot consistently maintain six feet of separation from other individuals in the workplace and in all common areas of County buildings. The County will also consider face shields when staff cannot consistently maintain three feet of separation from other individuals in the workplace. County staff can ask HR for a washable cloth mask that they can utilize as their own personal PPE mask.

**ADDITIONAL WORKPLACE PROTECTIONS**

**Engineering Controls**

Emmet County will implement the following engineering controls:

- Installing physical barriers, such as clear plastic sneeze guards.
- Installing floor decals to ensure social distancing for visitors.

**Administrative Controls**

Emmet County will review and implement any other necessary administrative controls.
Tools and equipment
Emmet County limits the sharing of tools and equipment among staff; should any sharing of tools be required, staff 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. Disinfectant wipes and other disinfecting products will be provided for this purpose. Staff are required to keep their workstations and area wiped down, including keyboards, mouse, telephone, etc.

Non-Essential Travel
All non-essential business travel outside the County limits is discontinued until further notice.

Visitors
Only visitors with specific business with the County should enter County premises. 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 (see Appendix D for sample form). 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.

Any member of the public medically able to tolerate a face mask must wear a covering of their nose and mouth, such as a mask provided by the county, a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space. Strict adherence to social distancing to keep at least six feet from one another to the maximum extent possible, along with adhering to all PPE requirements will be followed while inside of the public facility.

Working with Insurance Companies and State and Local Health Agencies
Emmet County will work with applicable insurance companies and state and local health agencies to provide information to staff and customers about medical care in the event of a COVID-19 outbreak.

Continue to Follow Existing OSHA Standards
Emmet County will continue to adhere to all applicable existing OSHA standards and requirements.

Training
Emmet County will coordinate and provide training to staff related to COVID-19. At minimum, the County will provide training as required under state executive orders and the following:

- Workplace infection-control practices.
- The proper use of PPE.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions.

Recordkeeping
Emmet County shall maintain the required recordkeeping under state executive orders.
The following records are required to be maintained:

1. Required employee training, which is evidenced through our signage, updated COVID preparedness plan, verbal communication through supervisors, department heads and elected officials.
2. A record of daily entry self-screening protocol for all staff or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.

**Workplace Coordinator**

Emmet County designates Department Heads as workplace coordinators to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. Department Heads are responsible at all times when staff are present on site. An on-site employee may be designated to perform in a supervisory role in the absence of the Department Head.

**EMPLOYEE CLASSIFICATIONS**

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Emmet County has evaluated employee risk levels and has determined that we have staff in the following risk categories: [insert]. We will implement appropriate protections based on each job classification’s risk level. See Appendix H for OSHA’s classification system and How to Protect Staff at Different Classifications.

[See Appendix H for template charts for classification determinations, engineering controls adopted, administrative control established, cleaning schedule, and PPE selected that may be used in addition to the information included in this Plan if your operations warrant such charts.]

**BUSINESS CONTINUITY PLAN**

**In the capacity of workforce coordinators, Emmet County Department Heads will:**

- work to cross-train staff to perform essential functions so the workplace can operate even if key staff are absent;
- Identify alternate supply chains for critical goods and services in the event of disruption;
- Develop an emergency communication plan to communicate important messages to staff and constituents where applicable.

With the re-opening of Michigan region 6 to retail businesses, bars and restaurants, and the travel to secondary home sites, Emmet County must be prepared to offer ample county governmental services to meet the needs of the public. The opening of the County building, and some other county facilities, will allow public access and use of approved resources. The County has taken the necessary steps to meet and or exceed all required Health Screening requirements, PPE / mask use, and social distancing requirements for both its staff and the public at large that may visit county facilities.

Emmet County utilizes its county web page on COVID-19 for up to date notifications regarding the availability of county services, processes or requirements for staff, staff and the public access of county facilities, and timely notifications regarding the Emmet County COVID-19 emergency and preparedness plan.
Executive Order 2020-97 requires all businesses or operations that are permitted to require their staff to leave the homes or residences for work under Executive Order 2020-92, or any order that follows it, to, at minimum, do the following:

- Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here. **By June 1, 2020, or within two weeks of resuming in-person activities**, whichever is later, a business’s or operation’s plan must be made readily available to staff, labor unions, and customers, whether via website, internal network, or by hard copy.
- Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under your COVID-19 Preparedness and Response Plan. The supervisor must remain on-site at all times when staff are present on site. An on-site employee may be designated to perform the supervisory role.
- Provide COVID-19 training to staff that covers, at a minimum: (1) Workplace infection-control practices. (2) The proper use of personal protective equipment. (3) 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. (4) How to report unsafe working conditions.
- Conduct a daily entry self-screening protocol for all staff or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- 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 staff, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical staff.
- Require face coverings to be worn when staff cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when staff 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, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to staff upon entry and at the worksite and provide time for staff to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both: (1) The local public health department, and (2) Any co-staff, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- An employer will allow staff with a confirmed or suspected case of COVID-19 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”).
• Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against staff who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
• Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending staff home and for temporary closures of all or part of the worksite to allow for deep cleaning.
• Restrict business-related travel for staff to essential travel only.
• Encourage staff to use personal protective equipment and hand sanitizer on public transportation.
• Promote remote work to the fullest extent possible.
Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.
SCREENING CRITERIA FOR ESSENTIAL STAFF NMW MI. Health Dept. Emergency Order (2020-21)
(Must be completed daily)

Name _________________________________________________________ Date __________________

Are you currently experiencing the following symptoms?

<table>
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<tr>
<td>Fever 100+ F°</td>
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<td>Atypical Cough</td>
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<td>Shortness of breath</td>
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And/or at least two of the following?

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<td>Headache</td>
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<tr>
<td>Muscle Pain</td>
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<td>___</td>
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<tr>
<td>Sore Throat</td>
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<tr>
<td>Chills/repeated shaking</td>
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<td>New or Loss of Taste or Smell</td>
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If you answer yes to the questions asked above, you will not be permitted access to the premises.

- Isolated at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

Temperature check ______________________

Have you had any close contact in the last 14 days with someone with a diagnosis of COVOD-19 without the appropriate use of Personal Protection Equipment? “Close contact” is identified as “close contact within 6 feet for 10 minutes or longer.

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<tr>
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You engaged in any activity or travel within the last 14 days that fails to comply with Executive Order 2020-21. (COVID-19)

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I you answer yes to either of the two questions above, you are not permitted access to the premises. Self-quarantine at home for 14 days

_____ I agree to wear a face-covering while in any public spaces within the premises if medically tolerable.
APPENDIX C

STAFF RETURN TO WORK PLAN

County services including those that are mandated as well as the functions required to support those services will resume operation in accordance with guidance prescribed by the appropriate State entities. (2020-92)

STAFF

- Social distancing will continue to be a requirement including maintaining 6’ distance between workstations, compliance may require staggering shifts.
- Each employee entering the building will complete mandatory health screen daily. A yes response to any question on the screening will result in building access denied. The employee will not be able to return to the work place until all contingencies outlined on the screening document have been satisfied.
- Staff are required to daily disinfect horizontal work surfaces, doorknobs, and any high touch areas.
- Masks, gloves and other PPE will be made available to all staff, the use of masks while working inside of any county facility is required pursuant to the Governors Directive dated 4/24/2020.
- It is mandatory that PPE equipment (Facemask) will be worn in common areas of all County buildings. Business outside of your work area is strongly discouraged.
- Virtual meetings for two months after the re-opening has commenced is recommended wherever possible. This may continue as a practice where applicable.

VISITORS

- Every visitor to the County building/courts must pass a mandatory health screening each time they enter the building. A yes response to any question on the screening or a temperature higher than 100.0°F will result in denial building access until all of the contingencies outlined on the screening test have been satisfied.
- Masks and gloves will be made available and their use is a requirement while present in County buildings/courts.
- The number of people granted access to the building will be held to the minimum required to fulfill the mandated service. This number is subject to the guidance presented by the State and any statutory compliance issues that present requirements for the gathering/meeting/court. County staff shall direct the public for appropriate social distancing requirements.

GENERAL CONSIDERATIONS

Staff/visitors 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/County building/court 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.

Staff/visitors who have been in “close contact” (being within approximately six feet for more than 10 minutes) 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/County building/court 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.
EMMET COUNTY CORONAVIRUS DISEASE (COVID-19) VISITOR HEALTH SCREENING

Court/Office Visiting: ___________________________ Mask:   Yes / No
 Visitors Name: ________________________________ Gloves:  Yes / No
 Appointment Date: _______________________   Time In:  _______         Out: ________

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>
<tr>
<td>Muscle Pain</td>
<td></td>
<td></td>
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<tr>
<td>Sore Throat</td>
<td></td>
<td></td>
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<tr>
<td>Headache</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New or Loss of Taste or Smell</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I will wear a face covering while in any public spaces within the premises  Yes   No

In the past 14 days, have you:

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

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: ___________________________
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 county 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.
APPENDIX F

OTHER RESOURCES

Occupational Safety and Health Administration website: www.osha.gov

Centers for Disease Control and Prevention website: www.cdc.gov

National Institute for Occupational Safety and Health website: www.cdc.gov/niosh

Governor Whitmer’s Executive Order 2020-97:

Executive Order 2020-110 (COVID-19) (June 1, 2020)


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 Staff Not to Enter When Sick:


http://www.nwhealth.org/

Centers for Disease Control

SCAO’s COVID-19

State of Michigan, National Center for State Courts

CDC Guidance on Reopening Businesses:

APPENDIX G

OSHA GUIDANCE FOR CLASSIFICATIONS

Very High Exposure Risk:
*Very high exposure risk* jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Staff in this category include:
- EMT and Paramedics, Law enforcement or Corrections officers who may have direct contact with persons who are known to have, or suspected of having COVID-19.

High Exposure Risk:
*High exposure risk* jobs are those with high potential for exposure to known or suspected sources of COVID-19. Staff in this category include: Potentially DPW and Transfer Station workers.

Medium Exposure Risk:
*Medium exposure risk* jobs include those that require frequent and/or close contact with (i.e., within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients.

Lower Exposure Risk:
*Lower exposure risk* jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public. Staff in this category have minimal occupational contact with the public and other co-staff.

**Engineering Controls:**
Additional engineering controls are not recommended for staff in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect staff from other job hazards continue to function as intended.

**Administrative Controls:**
- Collaborate with staff to designate effective means of communicating important COVID-19 information.

**Jobs Classified as Medium Exposure Risk: What to Do to Protect Staff**

**Engineering Controls**
- Install physical barriers, such as clear plastic sneeze guards, where feasible.

**Administrative Controls**
- Keep customers informed about symptoms of COVID-19 and deter sick customers from entering County Buildings.
- Where appropriate, limit the public’s access to the worksite, or restrict access to only certain workplace areas.
- Communicate the availability of medical screening or other worker health resources.
Personal Protective Equipment (PPE)
When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE.

Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Staff.
In workplaces where staff have high or very high exposure risk, employers should follow the guidance in “Steps All Employers Can Take to Reduce Staff” Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance. A link to OSHA is included in Appendix F.

Engineering Controls
- For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) “Biosafety in Microbiological and Biomedical Laboratories” at:
  https://www.cdc.gov/labs/BMBL.html?

Administrative Controls
- Consider offering enhanced medical monitoring of staff during COVID-19 outbreaks.
- Provide all staff with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.

Safe Work Practices
- Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

Personal Protective Equipment (PPE):
Most staff at high or very high exposure risk likely need to wear gloves, a gown, a face shield, and a facemask, depending on their job tasks and exposure risks.
Emmet County
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

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

1.) It complies with Michigan Executive Orders #2020-97 dated May 21, 2020 and #2020-110 dated June 1, 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 Emmet County website and at each County Building where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: County of Emmet

Signature: ______________________________

Name of Official: Michael W. Reaves

Title: County Administrator

Date: 06-02-2020