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**Manistee County
COVID-19 Preparedness and Response Plan**

Date Implemented: May 19, 2020

Date revised (Executive Order 2020-97): May 29, 2020

Manistee County
COVID-19 Preparedness and Response Plan
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**MANISTEE COUNTY
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Board of Commissioners Chairperson

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

1. It complies with Michigan Executive Order #2020-97 dated Friday, May 22, 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 Manistee County website www.manisteecountymi.gov and at each Manistee County facility where in-person operations take place during the COVID-19 emergency.


I declare that the foregoing is true and correct.

Manistee County

Signature:

Jeffrey Dontz
Board of Commissioners Chairperson

Date:


6/2/2020

Manistee County COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Manistee County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”).

The County Controller/Administrator in coordination with the Emergency Manager will serve as the COVID-19 Workplace Coordinator. As such, the County Controller/Administrator will update this Plan as needed and communicate important messages to employees and the general public. Additionally, the County Controller/Administrator will work with Department Heads/Elected Officials to maintain adequate staffing levels to perform essential functions and identify alternate supply chains for critical goods and services in the event of disruption.

This plan will remain in effect until further notice and may be updated as this situation evolves or as state or local orders related to COVID-19 are issued and amended.

**SECTION 1:
COUNTY GOVERNMENT STATUS FROM MARCH 24, 2020 THROUGH MAY 28, 2020**

Since March 24, 2020, Governor Gretchen Whitmer issued Five (5) Executive Orders (2020-21, 2020-42, 2020 -59, 2020-70, 2020-77, 2020-97) addressing Michigan residents and businesses concerning COVID-19, with the most recent order expiring Thursday, May 28, 2020. Each order prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-77.

Under 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.

1.2 County Office Hours

All County offices and facilities remain closed to the general public.

1.3 Visitors

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 before entering the building. A COVID-19 Screen Form, attached as Appendix C, 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 the visitor with the Center for Disease Control’s fact sheet “Prevent the Spread of COVID-19 if you are Sick” attached in Appendix K. Forward the completed questionnaire to Administration for record keeping.

1.4 Work Schedules

All County Departments are required to conduct minimum basic operations. Given this, employees may be required to report to work on a staggered or reduced schedule or work remotely from home. Should the employee not be able to accommodate for reasons other than as required by law or refuse to work, their employment situation, including pay, will be addressed in accordance with County Policies and/or applicable union contracts.

As directed by each Elected Official or County Controller/Administrator, employees are expected to work as much as possible to maintain their normal weekly work schedules.

1.5 Adherence to Protective Measures

At all times while at work, employees must adhere to the protective measures listed in Section 3.

SECTION 2: COUNTY GOVERNMENT STATUS BEGINNING JUNE 08, 2020

Given there is no Stay Home order in place, the County has made the following determinations regarding office hours, employee work schedules, and employee compensation:

2.2 County Office Hours

In accordance with federal and state orders, all County offices and facilities will open to the general public on a limited basis. A schedule of hours will be distributed.

Social distancing guidance and signs that illustrate COVID-19 symptoms and prevention will be posted for public viewing. The number of public individuals present at one time may be limited in select County buildings.

2.3 Return to Work

Designated employees are expected to return to their normal work schedules and work hours on June 08, 2020. Remote work may continue with the approval of the respective Elected Official or County Controller/Administrator and a Temporary Remote Working Agreement must be executed – See Appendix E.

Should the employee not be able to return to work for reasons other than as required by law or refuse to work, their employment situation, including pay, will be addressed in accordance with County Policies and/or applicable union contracts.

2.4 Adherence to Protective Measures

At all times while at work, employees must adhere to the protective measures listed in Section 3.

SECTION 3: PROTECTIVE SAFETY MEASURES

3.2 Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. However, it is critical that employees do not report to work while they are experiencing symptoms such as fever, cough, shortness of breath, sore throat, or vomiting/diarrhea. Compensation for time off due to illness will be in accordance with County Policies and/or union contracts.

3.3 Employee Screening Before Entering the Workplace

A COVID-19 Screening Form, attached as Appendix C, will be completed for all employees before being permitted to enter the workplace and will 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 need to notify their Department Head/Elected Official or designated office personnel and will not be allowed to come into work. The employee's return to work will be based on guidance from the District Health Department #10, which requirements are explained in detail in the Return to Work Plan, attached as Appendix D.

3.4 Employee Interaction with Other Departments

Employees are discouraged from entering a Department that is other than where their normal workstation is located. Signs will be placed on each Department entrance to limit entry.

3.5 Employee Self-Monitoring

Employees are encouraged to self-monitor throughout the day. Take and record your temperature twice a day, once in the morning and once in the evening. Report any temperature of 100.4 degrees or above to your doctor. For further guidance on self-monitoring is attached in Appendix K.

3.6 Personal Protective Equipment

Manistee County shall provide and make available to all Critical Infrastructure Workers (CIW) and any worker performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW. 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.

3.7 Enhanced Social Distancing

Social distancing is a simple and effective mechanism to help prevent the transmission of COVID-19. Implementing the following efforts into your workday will help to protect you and your co-workers:

- Reasonably avoid coming within 6 (six) feet of other individuals
- Watch for visual cues that reinforce distancing in common areas
- No handshaking or embracing co-workers or visitors
- Avoid anyone who appears to be sick or who is coughing or sneezing
- Avoid touching surfaces by others to the extent feasible
- Respect barriers and distances between workstations
- Avoid shared use of offices, desks, telephones, and tools/equipment to the extent possible and disinfect between uses

- Limit the number of employees at one time in small office areas such as break rooms, copy machine rooms, file rooms, etc.
- Be aware of distances in elevators, smoking areas, and hallways
- Bring lunch and eat away from others
- Meetings should be conducted virtually or via phone when possible

Department Heads/Elected Officials will direct employees to perform their work in such a way to reasonably avoid coming within six (6) feet of other individuals and may establish additional safety protocols to be adhered to within their Department. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six (6) feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

3.8 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.

3.9 Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the County will increase cleaning measures following the CDC's Cleaning and Disinfecting Your Facility protocols attached in Appendix H.

3.10 Tools and Equipment

Manistee 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. Manistee County will provide employees with disinfectant wipes and other disinfecting products for this purpose.

3.11 Visitors

Visitors who can conduct business via a Department's front window must maintain six (6) feet from others at all times. Marks separating visitors by six (6) feet will be placed on the floor in front of all County Department reception areas.

When possible, all visitors are banned from entering work offices/space. Should it be necessary for a visitor to enter a work office/space, they should make an appointment when possible and must complete the COVID-19 Screening Form, attached as Appendix C, before being allowed in. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into any work office/space. Provide the visitor with the Center for Disease Control's fact sheet "Prevent the Spread of COVID-19 if you are Sick" attached in Appendix K.

Vendors for shredding, copy machine repair, coffee delivery, etc. who enter a work office/space are considered visitors and must complete the Visitor Health Screening questionnaire.

Manistee County requires that any member of the public that is 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.

3.12 Wearing Face Masks at Work

All employees are expected to wear face masks at work as follows:

- When walking through public hallways, including utilization of restrooms
- If someone enters your office or workspace, both parties should wear masks
- During in-person meetings

Masks worn throughout the day while in your own office will be at the discretion of each employee and/or respective Department Head/Elected Official.

3.13 Remote Work

All employees are expected to return to their normal work schedules and work hours on June 01, 2020. Telework may continue with the approval of the respective Elected Official or County Controller/Administrator and a Temporary Remote Working Agreement must be executed – See Appendix E.

3.14 Travel

All non-essential travel should be avoided. Business-related domestic travel is not recommended at this time. Should an employee engage in domestic or international travel for personal reasons, they will be required to follow the Employee Return to Work Plan attached as Appendix D. Questions or concerns should be addressed with your Department Head/Elected Official.

When at all possible, employees should use their personal vehicles for business-related travel and receive mileage reimbursement following County Policy.

3.15 Trash Removal

Trash will be picked up by Maintenance Staff every day. Departments need to place trash outside their office door. Should a Department have an excessive amount of garbage anytime throughout the week, notify Maintenance and they will make an off-scheduled pickup.

SECTION 4: EMPLOYEE BENEFITS

4.2 Emergency Paid Sick Leave

Effective April 1, 2020, eligible onsite employees who have symptoms of fever, cough, shortness of breath, sore throat or diarrhea may be separated from other employees or sent home and may return to work following this Plan. Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and the County's applicable paid time off policies attached as Appendix F and Appendix H. Remote work assignments may be offered in place of Emergency Paid Sick Leave if the employee is well enough to work.

4.3 Extended Family Medical Leave

Effective April 1, 2020, eligible employees who have been employed with the County for at least 30 (thirty) days and are unable to work or remote work due to the need to care for their child when the school or place of care has been closed are permitted to take Extended Family Medical Leave consistent with the Families First Coronavirus Response Act and the County's applicable paid time off policies attached as Appendix F and Appendix G.

4.4 Employee Assistance Programs

Health officials recognize that the outbreak has been stressful for everyone, and this can have serious impacts on mental health. If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others, call 911, or the Substance Abuse and Mental Health Administration's Disaster Distress Helpline: 1-800-985-5990 or text TalkWithUs to 66746. (TTY 1-800-846-8517). You can call the [National Domestic Violence Hotline](#) at 1-800-799-7233 (TTY: 1-800-787-3224.)

4.5 Health Insurance

Health Coverage Changes through June 30, 2020:

- Telehealth is offered with no employee cost share to cover additional and most medical services.
- Telehealth is provided for most common behavioral therapy services with no copay.
- Covers the cost of medically necessary COVID-19 tests that are prescribed by physicians, following CDC guidelines.
- Covers COVID-19 treatment with no employee cost share.
- Waiving prior authorizations for diagnostic tests and for covered services related to COVID-19 that are medically necessary if the physician follows the CDC guidelines in prescribing the test.
- Waiving early medication refill limits on 30-day prescription maintenance medications (consistent with County's benefit plan) except for opioid drug limits.
- If there are shortages or access issues due to a COVID-19 outbreak, Blue Cross will ensure formulary flexibility. Patients will not be liable for the additional charges stemming from obtaining a non-preferred medication for COVID-19 treatment – or if there is a shortage of drugs stemming from a COVID-19 outbreak.

4.6 Flexible Spending Accounts (FSA)

Employees can utilize their FSA to buy over-the-counter drugs and medicine, such as pain relievers, cough medication, decongestants, allergy medication, etc. These are permanent changes and apply retroactively to purchases beginning January 1, 2020.

Employees can utilize their FSA to buy certain menstrual care products, such as tampons and pads, as they are considered medical expenses. These are permanent changes and apply retroactively to purchases beginning January 1, 2020.

SECTION 5: EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19 CASES

5.2 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.
 - Fever
 - 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 member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

“Close contact” is defined as being within six (6) feet of an individual who tests positive for COVID-19 for ten (10) minutes or longer without the use of personal protective equipment.

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

- Immediately notify Department Head/Elected Official and Administration;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

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

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

5.3 Confirmed Cases

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

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 Manistee County will:

- Notify 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) in the past 14 days (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.

“Close contact” is defined as being within six (6) feet of an individual who tests positive for COVID-19 for ten (10) minutes or longer without the use of personal protective equipment.

SECTION 6: ADDITIONAL WORKPLACE PROTECTIONS

6.2 Engineering Controls

Manistee County has implemented the following engineering controls to try and further protect our employees and public.

- Installed Halo Air Purification system through the Government Center, Courthouse, Sherriff's Office, Jail, and 911/Central Dispatch.
- Installed physical barriers, which includes sneeze guards in all areas where social distancing is an issue.

6.3 Administrative Controls

Manistee County will continue to review and implement any other necessary controls as appropriate.

6.4 Working with Insurance Carriers/Third Party Administrator and State and Local Health Agencies

Manistee County will work with our all of our insurance carriers/third party administrator, District Health Department #10, and all State agencies to continue to provide information to workers and customers about any necessary medical care in the event of a COVID-19 outbreak.

6.5 OSHA Standards

Manistee County will continue to adhere to all applicable existing OSHA Standards and requirements. Link to plan found in Appendix K.

6.6 Training

The COVID-19 Workplace Coordinator/or designee will coordinate and provide training to employees related to COVID-19. At a minimum, we 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 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.

6.7 Record Keeping

Records shall be maintained as required under that state executive orders.

The following records must be maintained:

1. Required employee training.

2. A record of daily entry screening protocol for anyone 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.

6.8 Workplace Coordinator

The COVID-19 Workplace Coordinator along with the Emergency Manager will designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 Preparedness and Response Plan. Those designated will be on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

SECTION 7: EMPLOYEE CLASSIFICATION

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Manistee County has evaluated employee risk levels and has determined that we have employees in the following risk categories: Low, Medium, High, and Very High. We will implement appropriate protections based on each job classification's risk level. *See* Appendix I for OSHA's classification system and *How to Protect Workers at Different Classifications*.

Appendix J depicts all positions/classifications, engineering controls adopted, administrative control established, cleaning schedule, and PPE selected that may be used in addition to the information included in this Plan.

SECTION 8: BUSINESS CONTINUITY PLANS

The COVID-19 Workplace Coordinator in coordination with Department Heads, Elected Officials and the Administrators office 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) work with Emergency Management to communicate important messages to employees and constituents utilizing the CODE RED system.

APPENDIX A

SUMMARY OF EXECUTIVE ORDER 2020-97

Executive Order 2020-97 requires all businesses or operations that are permitted to require their employees 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 employees, 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** always remain on-site when employees are present on site. An on-site employee may be designated to perform the supervisory role.
- Provide COVID-19 training to employees 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 employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.¹
- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, 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 workers.
- Require face coverings to be worn 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, vehicles).

¹ There is often a local health department order or local executive order that has a form screening document or screening questions that your business should use to ensure compliance at all levels.

- 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 employees upon entry and at the worksite and provide time for employees 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-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- An employer will allow employees 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 2020-36,² and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees 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 employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- Restrict business-related travel for employees to essential travel only.
- Encourage employees 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.³

² EO 2020-36 provides that employers are prohibited from discharging, disciplining, or otherwise retaliating against an employee from staying home when he or she is at particular risk of infecting others with COVID-19. EO 2020-36 also provides that people who test positive for COVID-19 or show the principal symptoms of COVID-19 should remain in their home until certain circumstances exist and address other return-to-work criteria.

³ Additional guidance on this requirement is expected to be forthcoming from state agencies/departments in accordance with Executive Directive No. 2020-6.

APPENDIX B

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 include⁴:

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

¹ Under Executive 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 2020-77. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

- b. Workers at suppliers, distribution centers, or service providers, as described below.
 - 1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- g. Workers at laundromats, coin laundries, and dry cleaners.
- h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

**APPENDIX C
COVID-19 SCREENING FORM**

Name: _____

Court/Department/Office Visiting: _____

Date: _____

1. In the past twenty-four (24) hours, have you experienced:

- _____ An atypical cough
- _____ Atypical shortness of breath
- _____ Fever of 100 degrees F or 37.8 degrees C, or above
Current Temperature _____
- _____ Chills/Repeated Shaking
- _____ Muscle Pain
- _____ Sore Throat
- _____ Headache
- _____ New or Loss of Taste or Smell

If you answer “yes” to any of the symptoms listed above, you will not be permitted access to the premises. Please self-isolate at home and contact your primary care physician for direction.

- *You should isolate 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.*

2. In the last 14 days have you:

Have you had any close contact (within six (6) feet for a prolonged period of time without PPE) in the last 14 days with someone who may have been exposed to or is waiting for a diagnosis or has been diagnosed with COVID-19?

_____ YES _____ NO

Have you engaged in any travel (internationally or domestically)?

_____ YES _____ NO

Have you been directed or told by the local health department or your healthcare provider to self-isolate or self- quarantine?

_____ YES _____ NO

If you answer “yes” to either of these questions, you are not permitted access to the premises. Self-quarantine at home for 14 days.

APPENDIX D

EMPLOYEE RETURN TO WORK PLAN

Employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who display one or more of the principal symptoms of COVID-19 listed in Section 5.1 will not be permitted to return to work until:

- Seventy-two (72) hours after a fever has resolved without use of fever reducing medicines and other symptoms have resolved and ten (10) days have passed since their symptoms first appeared; or
- They receive a negative COVID-19 test and can pass the Employee Entry Screening Questionnaire.

If available and employees are well enough, they may work via telework.

Employees who test positive for COVID-19 will not be permitted to return to work until either:

- They are cleared to come back to work as directed by their doctor or the local health department; or
- They receive a negative COVID-19 test and can pass the Employee Entry Screening Questionnaire.

If available and employees are well enough, they may work via telework.

Employees who have been in “close contact” with an individual who tests positive for COVID-19 will not be permitted to return to work until:

- Fourteen (14) days have passed since the last exposure; or
- As directed by their doctor or local health department.

If available and employees are well enough, they may work via telework.

“Close contact” is defined as being within six (6) feet of an individual who tests positive for COVID-19 for ten (10) minutes or longer without the use of personal protective equipment.

Additionally, 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, firefighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; animal control officers and workers at correctional facilities.

Exposure that is not considered Close Contact

Employees who were notified they have been exposed to COVID-19 after interacting with a member of the public, vendor, contractor, etc. may continue working under the following conditions:

- Self-monitor their symptoms; and
- Adhere to social distancing guidelines; and
- Wear a mask the entire day; and
- Regularly disinfect and clean their workspace

Employees who engaged in domestic or international travel within the last fourteen (14) days to places that have been identified by the Center for Disease Control as an extremely high-risk area for contracting COVID-19:

- Must self-quarantine for fourteen (14) days; and
 - If available and employees are well enough, they may work via telework.

APPENDIX E
MANISTEE COUNTY
TEMPORARY REMOTE WORK AGREEMENT

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status: _____ Exempt _____ Nonexempt

This temporary remote working agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

Work expectations: _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval before working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from their supervisor.

The employee will communicate regularly with their supervisor and co-workers, which includes a weekly written report of activities if requested.

The employee will comply with all department and County rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.

The employee will maintain satisfactory performance standards.

The employee will always maintain a safe and secure work environment.

The employee will allow the employer to have access to the remote working location for purposes of assessing safety and security, upon reasonable notice by the County.

The employee will report work-related injuries to their supervisor as soon as practicable.

The County will provide the following equipment: _____

The employee will provide the following equipment: _____

The employee agrees that Manistee County equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Manistee County equipment. The employee understands that all tools and resources provided by the County shall always remain the property of the County.

The employee agrees to protect County tools and resources from theft or damage and to report theft or damage to their supervisor immediately.

The employee agrees to comply with department and County policies and expectations regarding information security. The employee will be expected to ensure the protection of and maintain the confidentiality of information accessible from their home offices.

The employee understands that all terms and conditions of employment with the County remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement for any reason at any time.

The employee agrees to return County equipment and documents within five days of termination of employment.

By signing below, the employee acknowledges the above and will maintain compliance throughout said agreement.

Employee signature: _____ Date: _____

Department Head signature: _____ Date: _____

APPENDIX F

FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

Purpose

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 1, 2020, until December 31, 2020. Manistee County's existing FMLA leave policy still applies to all other reasons for leave outside of this policy.

Expanded FMLA Leave

Employee Eligibility

All employees who have been employed with Manistee County for at least 30 days.

Reason for Leave

Eligible employees who are unable to work (or telework due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 2, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in the 12-month rolling period as determined by the employer.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus) Page 2 of 4

Pay During Leave

Leave will be unpaid for the first 10 calendar days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type; or
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employee Status and Benefits During Leave

While an employee is on leave, the employer will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the Administrator's Office.

If the employee contributes to health insurance or has any voluntary payments, such as AFLAC or life insurance, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Procedure for Requesting Leave

All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to their Department Head/Elected Official and Administration as soon as practicable. Verbal notice will otherwise be accepted until a completed FMLA Expansion Act – Public Health Emergency Leave Request form can be provided. Within five business days after the employee has provided this notice, Administration will complete and provide the employee with any Department of Labor (DOL) required notices.

On a basis that does not discriminate against employees on FMLA leave, the employer may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After Leave

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The employer may choose to exempt certain key employees from this requirement and not return them to the same or similar position when

FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus) Page 3 of 4

doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Exemption

As emergency responders, Sheriff Deputies, Correction Officers, Central Dispatchers, and Animal Control Officers are exempt from this policy. However, requests for time away from work for the reason listed in this policy shall be considered on a case-by-case basis in order to continue the essential functions of the Sheriff's Office and Central Dispatch.

Please contact Administration with any questions.

Emergency Paid Sick Leave

Eligibility

All full and part-time employees unable to work (or remote work) due to one of the following reasons for leave:

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 due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

(A) under 18 years of age; or

(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type; or
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus) Page 4 of 4

Rate of Pay

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater.

Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their Department Head/Elected Official and Administration of the need and specific reason for leave under this policy. Verbal notice will be accepted until a completed Paid Sick Leave Act – Public Health Emergency Leave Request form can be provided.

Once emergency paid sick leave has begun, the employee and their Department Head/Elected Official must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined, or discriminated against for work time missed due to this leave.

Exemption

As emergency responders, Sheriff Deputies, Correction Officers, Central Dispatchers, and Animal Control Officers are exempt from this policy. However, requests for time away from work for the reason listed in this policy shall be considered on a case-by-case basis in order to continue the essential functions of the Sheriff's Office and Central Dispatch.

Please contact Administration with any questions.

Under the authority of the Chief Elected Official of the Manistee County Board of Commissioners and the County Controller/Administrator, this policy became effective on April 1, 2020.

APPENDIX G
FMLA Expansion Act - Public Health Emergency Leave Request Form

Please complete this form to request Public Health Emergency Leave (PHEL) under the FMLA Expansion Act. Leave will be granted and administered in accordance with the FMLA Expansion Act, the Manistee County FMLA Expansion and Emergency Sick Leave Policy (Coronavirus) and the Manistee County FMLA Policy.

Employee _____ Title _____

Date of Hire _____ Today's Date _____

Department Head/Elected Official _____

REASON FOR LEAVE _____

_____ I hereby truthfully attest that there is no other suitable person available to care for the child/children under the age of 18 whose school (K-12) or childcare was closed because of the COVID-19 public health emergency.

Provide name/ages of children and name of school or place of care as appropriate:

Date leave to start: _____ Date of anticipated return to work: _____
(max 12 weeks of leave – first 10 days prior unpaid or paid from leave banks: thereafter by policy)

Employee Signature

Date

Department Head/Elected Official Signature

Date

Request for leave has been approved and is:

_____ Approved; number of weeks approved: _____

_____ Denied. Reason: _____

Reviewed by: _____
Administration Signature

Date

APPENDIX H

EMERGENCY PAID SICK LEAVE ACT

Public Health Emergency Leave Request Form

Please complete this form to request Public Health Emergency Leave Request Form (PHEL) under the Paid Sick Leave Act. Leave will be granted and administered in accordance with the Paid Sick Leave Act and the Manistee County FMLA Expansion and Emergency Sick Leave Policy (Coronavirus).

Employee _____ Title _____

Date of Hire _____ Today's Date _____

Department Head/Elected Official _____

REASON FOR LEAVE:

I truthfully attest that I am unable to work or Remote Work because of the following reasons:

_____ I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.

Issuing Agency: _____

_____ I have been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.

Issuing Healthcare Provider: _____

_____ I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.

A form WH-380-E Certification of Healthcare Provider for Employee's Serious Health Condition may be required – See Administration.

_____ I am caring for an individual who is subject to either number 1 or 2 above.

Issuing Agency or Healthcare Provider: _____

_____ I am caring for my child because their school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due the COVID-19 precautions.

Name of Child or Children: _____

Name of School or Place of Care: _____

I attest that there is no other suitable person available to care for the child/children listed during the period of requested leave.

_____ Employee Initials _____ Date

_____ I am experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services in consultation with the Secretary of Treasury and the Secretary of Labor.

Paid Sick Leave Act – Public Health Emergency Leave Request Form

Employee: _____

Today's Date: _____

Date leave to start: _____
(max 80 hours of paid leave; thereafter pay by policy)

Return to Work Date: _____

Employee Signature

Date

Department Head/Elected Official Signature

Date

Request for Leave has been:

_____ Approved; number of hours/days approved: _____

_____ Denied If denied, reason: _____

Reviewed by: _____
Administration Signature

Date

APPENDIX I
OSHA GUIDANCE FOR CLASSIFICATIONS

(See OSHA Guidance on Preparing Workplaces for COVID-19, pp 20-25)

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.

Workers in this category include:

- Healthcare workers (*e.g.*, doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (*e.g.*, intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (*e.g.*, manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk:

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (*e.g.*, doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high*.)
- Medical transport workers (*e.g.*, ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (*e.g.*, for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

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. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (*e.g.*, schools, high-population density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution):

Lower exposure risk (caution) 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. Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers

For workers who do not have frequent contact with the general public, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls:

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

Administrative Controls:

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment:

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.⁵

Jobs Classified as Medium Exposure Risk: What to Do to Protect Workers

In workplaces where workers have medium exposure risk, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls

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

Administrative Controls:

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (*i.e.*, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

⁵ Michigan currently requires employers to require that employees wear face coverings when employees cannot consistently maintain six feet of separation from other individuals regardless of classification.

- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until they are healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

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. Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

In rare situations that would require workers in this risk category to use respirators, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, visit OSHA's COVID-19 webpage:

www.osha.gov/covid-19

Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers.

In workplaces where workers have high or very high exposure risk, employers should follow the guidance in "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2" in OSHA's Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls:

- Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See "Guidelines for Environmental Infection Control in Healthcare Facilities" for more recommendations on air handling systems at: www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm
- CDC recommends that patients with known or suspected COVID-19 (i.e., person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC

postmortem guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html>. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: www.osha.gov/covid-19

- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. 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?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fbiosafety%2Fpublications%2Findex.htm

Administrative Controls

If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.

- Develop and implement policies that reduce exposure, such as cohorting (*i.e.*, grouping) COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
- Ensure that psychological and behavioral support is available to address employee stress.

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 workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield, or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with [COVID-19], should wear respirators. In these instances, see the PPE section beginning on page 14 of [OSHA’s] booklet, which provides more details about respirators. For the most up-to-date information, also visit OSHA’s COVID-19 webpage:

www.osha.gov/covid-19

PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19.

NOTE: Workers who dispose of PPE and other infectious waste must also be trained and provided with appropriate PPE. The CDC webpage “Healthcare-associated Infections” (www.cdc.gov/hai) provides additional information on infection control in healthcare facilities.

**APPENDIX J
EMPLOYEE CLASSIFICATIONS**

Employee Classification Determinations:

| Positions | Determination (low, medium, high, very high) | Qualifying Factors (e.g., no public contact, public contact, job task description) |
|--|---|---|
| Office Clerks (Treasurer, Equalization, County Clerk, Register of Deeds, Administrations, District Court, Probate Court, Circuit Court, Sherriff) MI Child Support Enforcement Specialist, MSU Extension | Low | Very minimal to no public contact |
| All other Court Staff, including Public Defender and Prosecutor’s Office, Planning, Veterans Affairs, Sheriff, Undersheriff, Jail Administrator, Emergency Manager | Medium | More frequent public contact |
| Deputies, Corrections, Animal Control, Marine/Snowmobile, Detective, K-9, Court Security | High | Frequent public contact |
| Maintenance | Low | Minimal public contact. |
| Medical Examiner | Very High | Autopsies, Crime Scenes |

Engineering Controls:

| Positions | Engineering Control Implemented |
|--|---|
| Office Clerks (Treasurer, Equalization, County Clerk, Register of Deeds, Administrations, District Court, Probate Court, Circuit Court, Sherriff) MI Child Support Enforcement Specialist, MSU Extension | Sneeze Guards Installed at windows and between workstations, PPE provided. Air purification system installed. |
| All other Court Staff, including Public Defender and Prosecutor’s Office, Planning, Veterans Affairs, Sheriff, Undersheriff, Jail Administrator, Emergency Manager | Sneeze Guards Installed at windows, between workstations, and in the Courtrooms. PPE provided. Air purification system installed. |
| Deputies, Corrections, Animal Control, Marine/Snowmobile, Detective, K-9, Court Security | Proper PPE provided. Air purification system installed. Isolation room identified in Jail. Added Signage |
| Maintenance | Proper PPE provided. |
| Medical Examiner | Enhanced PPE |

Administrative Controls:

| Positions | Administrative Control Type Implemented |
|--|--|
| Office Clerks (Treasurer, Equalization, County Clerk, Register of Deeds, Administrations, District Court, Probate Court, Circuit Court, Sherriff) MI Child Support Enforcement Specialist, MSU Extension | Require public to wear face masks. Limit Customers’ and public access to areas within building. Encourage electronic transactions. Continue Remote Work if available. Enhanced signage. Provided training on plan. |
| All other Court Staff, including Public Defender and Prosecutor’s Office, Planning, Veterans Affairs, Sheriff, Undersheriff, Jail Administrator, Emergency Manager | Require public to wear face masks. Limit Customers’ and public access to areas within building. Encourage electronic transactions. Continue Remote Work if available. Enhanced signage. Provided training on plan. |
| Deputies, Corrections, Animal Control, Marine/Snowmobile, Detective, K-9, Court Security | Provide masks to public if they do not have one. Temperature Check. Screening questionnaire in and out. Lowering inmate Population to 62% |
| Maintenance | Enhanced cleaning procedures in public areas. |
| Medical Examiner | Universal Precautions |

Cleaning Schedule:

| Type of Surface | Method/Disinfectant Used | Schedule/Frequency |
|---|---|------------------------------------|
| Door Handles, Counters, Hand Railings, All Common Areas in buildings | Clorox Wipes, MicroBan Spray | At a minimum 3 times per day |
| Restrooms | Clorox Total 360 Atomizer, Cleaner with Disinfectant | At a minimum 3 times per day |
| Jail | Clorox Total 360 Atomizer, Alcohol, AF3 wipes | Three times per day and additional |
| Patrol Cars | Clorox Wipes | Each new shift cleaned |

Additional PPE Selections:

| Position | PPE |
|---|---|
| Office Clerks (Treasurer, Equalization, County Clerk, Register of Deeds, Administrations, District Court, Probate Court, Circuit Court, Sherriff) MI Child Support Enforcement Specialist, MSU Extension | Cloth Masks |
| All other Court Staff, including Public Defender and Prosecutor's Office, Planning, Veterans Affairs, Sheriff, Undersheriff, Jail Administrator, Emergency Manager | Cloth Masks, N95 |
| Deputies, Corrections, Animal Control, Marine/Snowmobile, Detective, K-9, Court Security | Cloth Masks, N95 Masks, Tyvek Suits, Nitrile Gloves, Hand Sanitizer, Goggles, Face Shields |
| Maintenance | Cloth Masks, Gloves |
| Medical Examiner | N95 Mask, Gloves, Paper gown, plastic gown, shoe covers |

APPENDIX K

OTHER RESOURCES

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>

District Health Department #10 Directions for Social Distancing, Self-Monitoring, Self-Quarantine and Self-Isolation:

https://dhd10.org/wp-content/uploads/2020/04/DHD10_COVID-19_-_WorkplacePacket_Businesses_04.13.2020.pdf

CDC Handwashing Fact Sheet: <https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet 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.pdf>

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

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

CDC Cleaning and Disinfecting Your Facility:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

CDC Use of Cloth Face Coverings:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

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 2020-96:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456636/EO%202020-96%20Emerg%20order%20-%20MI%20Safe%20Start%20-%20re-issue.pdf

Governor Whitmer's Executive Order 2020-97:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456637/EO%202020-97%20Emerg%20order%20-%20Workplace%20safeguards%20-%20re-issue.pdf

CDC Guidance on Reopening Businesses:

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