



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

Adopted May 28, 2020

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Ogemaw 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 applicable state and local orders related to COVID-19, Ogemaw County has prepared this COVID-19 Preparedness and Response Plan. This Plan may be revised as the situation evolves or as state and local orders related to COVID-19 are issued or amended.

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

Executive Order 2020-42 and subsequent Executive Order 2020-59 prohibit all persons or entities from operating a business or conducting operations that require workers to leave their homes or places of residence, except to the extent that those workers are necessary to sustain or protect life, to conduct minimum basic operations. Appendix A provides a list of essential services and critical infrastructure workers associated with Ogemaw County government.

Executive Order 2020-42 and Executive Order 2020-59 limit workers who are necessary to conduct minimum basic operations to “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.” Only critical infrastructure workers or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid sick leave consistent with the Families First Coronavirus Response Act and applicable time-off policies of Ogemaw County. Any onsite employee who appears to have a respiratory illness may be separated from any other employees and sent home.

Remote Work

To the extent possible, employees who are working remotely may be allowed to continue to work remotely, subject to department head approval. Likewise, an employee who self-identifies as a vulnerable employee and unable to return to work may be allowed to work remotely if their job lends itself to remote work.

Employee Screening

A screening questionnaire will be available to all employees before they are permitted to enter the workplace. A sample Building Entry Screening Questionnaire is provided in Appendix B.

Employees shall comply with any screening process required by state and local jurisdictions including, but not limited to a touchless/contactless temperature check. Persons assigned to oversee the screening process are required to wear appropriate personal protective equipment. Employees having a temperature above 100.4 degrees Fahrenheit or who otherwise fail the screening process will be prevented from entering the premises until allowed to return to work under relevant executive orders or public health orders as described in the Return to Work Plan presented in Appendix C.

Personal Protective Equipment

Ogemaw County shall offer personal protective equipment (PPE) for all workers who perform in-person work. PPE includes gloves, goggles, face shields and face masks as appropriate for the activity performed by in-person workers. In-person workers able to medically tolerate a face covering must wear a covering over his/her nose and mouth when operating in an enclosed space.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared-use office space, desks, telephones and other tools/equipment. The number of employees permitted in any break room shall be limited to ensure social distancing restrictions can be observed. Employees should remain in their assigned work areas as much as possible, and should wear masks while in public areas. Employees should wear masks and gloves when handling mail. Marks will be placed on the floors of common spaces to indicate six-foot intervals. Employees will be offered appropriate PPE and physical barriers may be installed commensurate with COVID-19 exposure risk.

Enhance 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 access to hand-washing stations and/or access to hand sanitizer. Employees will also be provided access to tissues and proper disposal receptacles. Signage that illustrates proper hand washing methods will be posted in restrooms. Hand-shaking is prohibited to help ensure good hand hygiene.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment and other elements of the work environment will be performed regularly in common areas. Employees are encouraged to frequently sanitize their work areas with EPA-approved disinfectants pursuant to CDC guidelines. Employees will be provided access to sanitizers and/or disposable disinfectant wipes to clean commonly used surfaces before each use. In the event that an on-site employee tests positive for COVID-19, applicable area(s) visited by that employee will be closed for 24 hours in order to complete a thorough disinfection of the affected area(s).

Tools and Equipment

Ogemaw County limits the sharing of tools and equipment among onsite employees. Should tool-sharing occur, employees must disinfect and clean each tool or piece of equipment after each use and before any other employee uses the tool or piece of equipment. Employees will be provided with disinfectant wipes and other disinfectant products for this purpose.

Visitors

Visitors should not be allowed in the workplace unless it is deemed essential to address an issue related to critical infrastructure functions. All visitors who enter the building shall be screened prior to entry. The Building Entry Screening Questionnaire provided in Appendix B should be utilized to determine if a visitor can enter the building. Visitors having a temperature above 100.4 degrees Fahrenheit or who otherwise fail the screening process will be prevented from entering. Visitors able to medically tolerate face coverings must wear a covering over his/her nose and mouth while in any enclosed public space. Permitted face coverings include homemade masks, scarfs, bandanas and handkerchiefs.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee will be considered to have a suspected case of COVID-19 if:

1. They are experiencing any of the following COVID-19 symptoms:
 - a. Fever;
 - b. Shortness of breath; and/or
 - c. Continuous cough

2. They are experiencing at least two of the following symptoms:
 - a. Fever
 - b. Chills
 - c. Repeated shaking with chills
 - d. Muscle pain
 - e. Headache
 - f. Sore throat
 - g. New loss of taste or smell

3. They have been exposed to a COVID-19 positive person, meaning:
 - a. An immediate family member tested positive for or exhibited symptoms of COVID-19
 - b. In the last 14 days, the employee came in close contact with someone who tested positive for COVID-19

If an employee qualifies as a suspected case, Ogemaw County will:

1. Notify all employees who may have come into close contact with the employee. Close contact means being within six feet for a prolonged period of time without PPE. Ogemaw County will not disclose the identity of the suspected case employee.

2. Ensure that the employee's work area is thoroughly cleaned.

3. Encourage suspected case employee to seek testing for positive or negative result.

Confirmed Cases

An employee will be considered a confirmed case of COVID-19 if the employee has been performing onsite work in the past 14 days and tests positive for COVID-19. If an employee believes he/she qualifies as a confirmed case, he/she must:

1. Notify his/her supervisor and/or the County Administrator of his/her diagnosis; and
2. Remain out of the workplace until cleared to return to work.

If an employee qualifies as a confirmed case, Ogemaw County will:

1. Notify all employees who may have come into close contact with the employee. Close contact means being within six feet for a prolonged period of time without PPE. Ogemaw County will not disclose the identity of the confirmed case employee.
2. Ensure that the entire workplace (or affected parts thereof depending on the employee's presence in the workplace) is thoroughly cleaned and disinfected.
3. If necessary, close the work area or workplace until all necessary cleaning and disinfecting is complete.
4. Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Continuity of Operations Plan

The County Administrator shall function as the COVID-19 Workplace Coordinator and will work with the Emergency Management Director and department heads when applicable to:

1. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
2. Identify alternative supply chains for critical goods and services in the event of disruption.
3. Develop an emergency communication plan to disseminate important messages to employees and the public.

Appendix A

Essential Services and Critical Infrastructure Workers

Consistent with the March 19, 2020 Cybersecurity and Infrastructure Security Agency 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 Orders 2020-42 and 2020-59, critical infrastructure workers also include¹:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
- 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 subsection (1) of this subsection may

¹ Under Executive Orders 2020-42 and 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

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



Appendix B
OGEMAW COUNTY
CORONAVIRUS DISEASE (COVID-19) VISITOR HEALTH SCREENING

Court/Office Visiting: _____

Visitors Name: _____ Appointment Date: _____

Time In: _____

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

Do you have a cough or worsening cough
(excluding chronic cough due to known medical reason)? _____ Yes _____ No

Do you have shortness of breath? _____ Yes _____ No

Do you have at least two of the following symptoms:

Fever	_____ Yes	_____ No
Chills	_____ Yes	_____ No
Repeated Shaking with Chills	_____ Yes	_____ No
Muscle Pain	_____ Yes	_____ No
Headache	_____ Yes	_____ No
Sore Throat	_____ Yes	_____ No
New Loss of Taste or Smell	_____ Yes	_____ No
Diarrhea	_____ Yes	_____ No

Have you had any close contact in the last 14 days with someone with the COVID-19 diagnosis? _____ Yes _____ No

Have you traveled internationally or outside of Michigan in the last 14 days? _____ Yes _____ No

If you answered "Yes" to any of the symptoms listed above, and/or have a temperature of above 100.4 degrees Fahrenheit, you will not be allowed to enter the courthouse.

- *You should isolate at home and contact your primary care physician's office for direction.*

Screening personnel will notify the court of the fact that you did not pass screening. If you are a party to a court proceeding, the court will work to reschedule the hearing/trial to either a remote proceeding or to a future date.

TO BE FILLED OUT BY SCREENING PERSONNEL

_____ Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

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

Date: _____ Time: _____ Spoke to: _____

Security Officer or Employee: _____

Appendix C

Employee Return to Work Plan

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

1. Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough or atypical shortness of breath) will not be permitted to return to work until either:
 - a. **Both** three days have passed since their symptoms have resolved *and* seven days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
 - b. He/She receives a negative COVID-19 test result.

2. Employees who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:
 - a. Fourteen (14) days have passed since the last close contact with the sick or symptomatic individual; or
 - b. The symptomatic individual receives a negative COVID-19 test result.

NOTE: 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 (including law enforcement officers, firefighters and paramedics); child protective service employees, workers at child care institutions as defined in [MCL 722.111](#); and workers at correctional facilities.

OGEMAW COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE OGEMAW COUNTY
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**RESOLUTION NUMBER 20-01
ADOPTED MAY 28, 2020**

WHEREAS, 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, Ogemaw County has prepared the attached COVID-19 Preparedness and Response Plan (Plan); and

WHEREAS, Executive Order 2020-91 requires that the Plan must be made available to employees, labor unions, and customers, whether via website, internal network or hard copy, by June 1, 2020 or within two weeks of resuming in-person activities, whichever is later; and

WHEREAS, the plan identifies essential workers, protective safety measures that will be implemented, what the County will do if an employee tests positive, and requires the identification of a COVID-19 Workplace Coordinator to ensure that departments have a business continuity plan in place; and

WHEREAS, Executive Order 2020-91 requires designation of one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies included in the Plan; and

WHEREAS, Executive Order 2020-91 directs that the supervisor or his/her designee must remain on-site at all times when employees are present on site.

THEREFORE, BE IT RESOLVED, that the Ogemaw County Board of Commissioners adopts the attached COVID-19 Preparedness and Response Plan.

BE IT FURTHER RESOLVED, that the County Administrator is designated as Ogemaw County's COVID-19 Workplace Coordinator, and the County Administrator may appoint a designee(s) to fulfill this responsibility as deemed necessary.

BE IT FURTHER RESOLVED, that the County Administrator shall make the Plan available to employees, labor unions, and customers, whether via website, internal network or hard copy, no later than June 1, 2020.

BE IT FURTHER RESOLVED, this plan may be amended from time to time as necessary to remain consistent with subsequent Executive Orders at the concurrence of the Board Chairperson and County Administrator.