



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

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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**

Public Health Orders issued by the Michigan Department of Health and Human Services (MDHHS) and Emergency Rules issued by the Michigan Occupational Safety and Health Administration (MIOSHA) place restrict 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 workers associated with Ogemaw County government and categorizes job tasks and procedures as required under MIOSHA Rule 3(2).

MIOSHA Rule 5(8) requires creation of a policy to prohibit in-person work for employees to the extent that their work activities can feasibly be completed remotely. All in-person work shall be performed consistently with the social distancing and mitigation measures required under MDHHS public health orders and MIOSHA Rules. 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.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2020, Resolution 20-71, Effective November 25, 2020

### **Protective Safety Measures**

#### Sick Leave

Employees are permitted to take paid sick leave consistent with time-off policies of Ogemaw County and applicable collective bargaining agreements. Employees shall promptly report any signs and symptoms of COVID-19 to his/her Department Head before or during the work shift. An employee who becomes sick at work shall notify his/her Department Head at the earliest opportunity. Employees who exhibit symptoms of COVID-19 shall be physically isolated from the remainder of the workforce, using measures such as, but not limited to:

1. Sending known or suspected cases away from the workplace
2. Assigning known or suspected cases to work alone at a remote location (for example, their home), as their health allows.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2020, Resolution 20-71, Effective November 25, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

### Remote Work

Upon order of the Board of Commissioners, in-person work for employees may be prohibited to the extent that their work activities can feasibly be completed remotely. Upon issuance of such an order, in-person work is only permitted when an employee is unable to physically complete his or her job tasks in a remote setting. An employee who self-identifies as a vulnerable employee may be allowed to work remotely if their job lends itself to remote work, upon approval of the Board of Commissioners.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2020, Resolution 20-71, Effective November 25, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

### Employee Screening

Employees may be required to complete a screening questionnaire before they are permitted to enter the workplace. A sample Employee Health Screening Questionnaire is provided in Appendix B. Ogemaw County will retain employee screening records for one year from the time of generation. Employees shall comply with any screening process required by the Board of Commissioners 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 public health orders as described in the Return to Work Plan presented in Appendix D.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2020, Resolution 20-71, Effective November 25, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

### 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 may be required to wear a covering over his/her nose and mouth when operating in an enclosed space.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

### Enhanced Social Distancing

Employees are encouraged 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 may be limited to ensure social distancing restrictions can be observed. Employees should remain in their assigned work areas as much as possible. 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.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

### Enhance Hygiene

Employees are **encouraged** 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.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

#### 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 Centers for Disease Control and Prevention (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 subject to more thorough disinfection efforts.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2020, Resolution 20-71, Effective November 25, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

#### Tools and Equipment

Ogemaw County may limit the sharing of tools and equipment among onsite employees. Employees should 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.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

#### Employee Training

Ogemaw County will provide training to employees on SARS-CoV-2 and COVID-19. The training shall cover:

1. Workplace infection-control practices
2. The proper use of equipment
3. Steps employees must take to notify the County of any symptoms of COVID-19 or a suspected of confirmed diagnosis of COVID-19.
4. How to report unsafe working conditions.

Updated training shall be provided if this Plan is amended or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19. Ogemaw County will retain employee training records for one year from the time of generation.

**History:** 2020, Resolution 20-71, Effective November 25, 2020

#### Visitors

Visitors who enter the building may be screened prior to entry. A sample Building Entry Screening Questionnaire provided in Appendix C. Visitors having a temperature above 100.4 degrees Fahrenheit or who otherwise fail the screening process will be prevented from entering. Ogemaw County will retain visitor screening records for one year from the time of generation.

Visitors able to medically tolerate face coverings are encouraged to wear a covering over his/her nose and mouth. Permitted face coverings include homemade masks, scarfs, bandanas and handkerchiefs. Should visitor face coverings become mandatory, the requirement to wear a face mask shall not apply to individuals who:

1. Are younger than five years old
2. Cannot medically tolerate a face mask
3. Are asked to temporarily remove a face mask for identification purposes
4. Are communicating with someone who is deaf, deafblind, or hard of hearing and whose ability to see the mouth is essential to communication
5. Are actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, and where wearing a face mask would seriously interfere in the performance of their public safety responsibilities
6. Are giving a speech for broadcast or to an audience, provided that the audience is at least six feet away from the speaker.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2020, Resolution 20-71, Effective November 25, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

### Indoor Gatherings within County Facilities

Workplace gatherings may occur in a manner consistent with MIOSHA Emergency Rules. In all instances, organizers must design the gathering to encourage and maintain physical distancing. Persons traveling on public transit may be required to use face masks and adhere to physical distancing rules.

**History:** 2020, Resolution 20-71, Effective November 25, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

## **Employees with Suspected or Confirmed COVID-19 Cases**

### Suspected Cases

An employee will be considered to have a suspected case of COVID-19 if he/she exhibits symptoms of COVID-19 but has not been confirmed through diagnostic testing or has had close contact with a person who has been confirmed through diagnostic testing to have COVID-19. Symptoms of COVID-19 include, but are not limited to:

1. Fever
2. Shortness of breath
3. Continuous cough
4. Chills
5. Repeated shaking with chills
6. Muscle pain
7. Headache
8. Sore throat
9. New loss of taste or smell

Exposure to a COVID-19 positive person means:

1. Contact with an immediate family member who tested positive for or exhibited symptoms of COVID-19

2. Close contact with someone who tested positive for COVID-19 in the last 14 days.

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.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2020, Resolution 20-71, Effective November 25, 2020

### 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 (if closed). Ogemaw County will retain employee notification records for one year from the time of generation.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2020, Resolution 20-71, Effective November 25, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

### **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: Worker Classifications and Categories

*NOTE: "Essential" or "non-essential" classification pertains to need for on-site presence only and does not reflect importance of work.*

<u>Position Title</u>	<u>Classification</u>		<u>Exposure Category</u>			
	<u>Essential</u>	<u>Non-Essential</u>	<u>Low</u>	<u>Medium</u>	<u>High</u>	<u>Very High</u>
Administrative Secretary		X		X		
Administrator	X			X		
Animal Control Officer		X			X	
Appraiser		X		X		
Assistant Prosecuting Attorney	X				X	
Building Inspector		X			X	
Chief Deputy County Clerk-Payroll/Benefits Coor	X				X	
Chief Deputy County Treasurer	X				X	
Corrections Cook	X				X	
Corrections Officer	X					X
Corrections Officer - Transport	X					X
Corrections Secretary		X		X		
Corrections Sergeant	X					X
County Clerk	X				X	
County Commissioner		X		X		
County Treasurer	X				X	
Custodian		X			X	
Custodian-Maintenance Supervisor	X				X	
Deputy County Clerk – Circuit Court	X					X
Deputy County Clerk – Family Court	X					X
Deputy County Clerk-Office Manager		X		X		
Deputy County Treasurer	X				X	
Deputy County Treasurer – Revenue Clerk		X		X		
Drain Commissioner		X	X			
Election Coordinator		X		X		
Equalization Clerk - Document Specialist		X		X		
Equalization Director	X			X		
Information Technology Director	X				X	
Lieutenant	X					X
Lieutenant/Jail Commander	X					X
Planning and Zoning Administrator		X		X		
Plumbing/Electrical Inspector		X			X	
Prosecuting Attorney	X					X
Prosecuting Attorney Clerk		X		X		
Prosecuting Attorney Crime Victim Advocate		X			X	



<b><u>Position Title</u></b>	<b><u>Classification</u></b>		<b><u>Exposure Category</u></b>			
	<b><u>Essential</u></b>	<b><u>Non-Essential</u></b>	<b><u>Low</u></b>	<b><u>Medium</u></b>	<b><u>High</u></b>	<b><u>Very High</u></b>
Prosecuting Attorney Crime Victim Navigator		X			X	
Register of Deeds	X				X	
Register of Deeds Clerk-Documents Specialist	X			X		
Security Officers	X					X
Sheriff	X					X
Sheriff Deputy	X					X
Sheriff Secretary		X			X	
Sheriff Sergeant	X					X
Transit Director	X			X		
Transit Dispatcher	X			X		
Transit Driver	X					X
Transit Driver-Dispatcher	X					X
Transit Mechanic	X			X		
Undersheriff	X					X
Veteran Affairs Director		X			X	
Veteran Benefits Coordinator		X			X	

#### **Position Classifications Subject to Court Administrative Order**

Bailiff  
 Bailiff Coordinator  
 Deputy Probate Register/Mental Health Clerk  
 District Court Administrator  
 District Court Clerk  
 District Court Judge  
 District Court Magistrate  
 Friend of the Court Administrator  
 Friend of the Court Case Worker  
 Friend of the Court Clerk  
 Friend of the Court Financial Clerk  
 Intensive Probation Officer  
 Juvenile Director  
 Juvenile Officer/Court Appointed Special Advocate Director  
 Probate Court Administrator  
 Probate Court Collections Clerk  
 Probate Court Juvenile Register  
 Probate Judge  
 Probate Register/Family Court Scheduling Clerk  
 School Support Services Caseworker

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2020, Resolution 20-71, Effective November 25, 2020; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

## Appendix B: Employee Health Screening Questionnaire

### Ogemaw County Employee COVID-19 Check-In Form

**All Ogemaw County employees must complete the attached questionnaire each day before reporting for work.**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Date and Time of Building Entry: \_\_\_\_\_

I certify the following statements are true: 1) I have not experienced a temperature greater than 100.4 degrees in the past 24 hours; 2) I have not experienced common COVID-19 symptoms in the past 24 hours including a cough or worsening cough, shortness of breath, chills, muscle pain and/or headache; 3) I have not been in close contact with someone who tested positive for COVID-19 in the past 14 days; 4) I have not traveled internationally in the past 14 days.

By submitting this document, you attest that, to the best of your knowledge and belief, all information reported on this form is accurate and complete. Falsification, omission, or concealment of material fact may result in disciplinary action up to and including termination of employment.

☐ Acknowledged

**NOTE:** This form is available to employees at  
[https://ocmi.seamlessdocs.com/f/COVID\\_Check\\_In](https://ocmi.seamlessdocs.com/f/COVID_Check_In)

**History:** 2020, Resolution 20-71, Effective November 25, 2020

## Appendix C: Visitor Health Screening Questionnaire



### 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 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 building.**

- *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.

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#### TO BE COMPLETED 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: \_\_\_\_\_

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## Appendix D: Employee Return to Work Plan

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

1. Employees with a known or suspected case of COVID-19 may return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.
2. Employees who have been in “close contact” (being within approximately six feet for a prolonged period of time being within six feet of an infected person for at least 15 minutes starting from two days before illness onset [or, for asymptomatic patients, two days prior to specimen collection] until the time the person is isolated) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 shall be subject to the latest quarantine and masking guidelines issued by the CDC.

Fully vaccinated employees with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low. However, fully vaccinated employees who do not quarantine should still monitor for symptoms of COVID-19 following an exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including SARS-CoV-2 testing, if indicated, and inform their health care provider of their vaccination status at the time of presentation to care.

**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.

**History:** 2020, Resolution 20-01, Effective May 29, 2020; -- Amended 2020, Resolution 20-71, Effective November 25, 2020; -- Amended 2021, Resolution 21-25, Effective March 11, 2021; -- Amended 2022, Resolution 22-11, Effective January 28, 2022

# Appendix E: CDC COVID-19 Isolation and Quarantine Guidelines

(Current as of January 6, 2022)

## If You Test Positive for COVID-19 (Isolate)

### Everyone, regardless of vaccination status

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.

*If you have a fever, continue to stay home until your fever resolves.*

## If You Were Exposed to Someone with COVID-19 (Quarantine)

### If you:

Have been boosted

**OR**

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

**OR**

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

*If you develop symptoms get a test and stay home.*

### If you:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

**OR**

Completed the primary series of J&J over 2 months ago and are not boosted

**OR**

Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5 if possible.

*If you develop symptoms get a test and stay home*