



**Cheboygan County  
COVID-19 Preparedness and Response Plan to Executive  
Order 2020-42 And Related Orders**

**Date Implemented: March 31, 2020**

# **Cheboygan County COVID-19 Preparedness and Response Plan to Executive Order 2020-42 And Related Orders**

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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, Cheboygan County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or 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 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 Order 2020-42.

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

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

### **Protective Safety Measures**

#### ***Sick Leave***

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Cheboygan County’s Personnel Policies. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

#### ***Remote Work/Assigned in Reserve***

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely and/or may be assigned at home in reserve to maintain continuity of operations.

#### ***Employee Screening Before Entering the Workplace***

A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she should be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

### ***Enhanced Social Distancing***

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six 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.

### ***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.

### ***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, increased cleaning and disinfecting will be conducted by a professional disinfecting company following CDC/ Federal Guidelines.

### ***Public Access to County Buildings/ Facilities***

The safety of our residents and employees is of primary concern. Using an abundance of caution, beginning Wednesday, March 18<sup>th</sup> at 5:00 PM until further notice the Cheboygan County Buildings will only permit limited public access as directed by Court Order or emergency need.

The Public may only enter County Buildings/ Facilities or use public transportation vehicles after being screened. A screening questionnaire should be utilized to decide if a person can enter the building or vehicle. If a person presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building or vehicle. Provide public with information regarding what to do if you might have COVID-19.

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

#### ***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.
  
- 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.

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

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then Cheboygan 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.

### ***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 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 Cheboygan 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.

### **Business Continuity Plans**

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

## APPENDIX A

### CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-42, critical infrastructure workers also include<sup>1</sup>:

- 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.

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<sup>1</sup> Under Executive Order 2020-42, 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.

- 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 B

### CHEBOYGAN COUNTY MEMORANDUM

**TO:** County Employees  
**FROM:** Jeffery B. Lawson  
**DATE:** March 31, 2020  
**RE:** Working in County Facilities under Executive Order #2020-21

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This Memorandum provides continued information and additional guidance on the “coronavirus disease 2019” (COVID-19). The County continues to follow the guidance and protocols established by the Centers for Disease Control and public health officials. The Health Department is our local leading authority on the community response including recommendations for employers, which includes the County organization.

Under the Stay Home-Stay Safe Executive Order #2020-21, each court/office/department has designated critical infrastructure workers to perform essential functions whether in-person or remotely. To maintain a safe work environment for those employees who perform in-person activities, courts/departments/offices must take the following precautions.

1. Employees shall **not** report to work at County facilities if they are sick. They should notify their supervisor and stay home. This reinforces prior guidance:
  - a. It is critical that employees do not report to work while they are experiencing respiratory symptoms with fever, cough, and shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or unusual fatigue. The Centers for Disease Control and Prevention recently modified their recommendation that an employee remain at home until at least 72 hours after they are free of fever (100 degrees F or 37.8 degrees C) without the use of fever-reducing medications and improved respiratory symptoms.
2. Employees that have a member of their household who has symptoms shall **not** report to work at County facilities and shall stay at home until there is a determination regarding household member’s symptoms. A 14-day quarantine may be necessary. Clean work areas, instruct staff to self-monitor.
3. Develop and implement a daily screening program for staff performing in-person activities or working in County facilities:
  - a. Screening criteria must include the following:



- i. Symptom check (fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue). On a daily basis, supervisors must inquire of each employee who reports to work this information.
  - b. A “yes” to any of the above screening questions requires the employee to be sent home and remain home until free of symptoms and at least 72 hours after they are free of fever (100 degrees F or 37.8 degrees C) without the use of fever-reducing medications and have improved respiratory symptoms. Work area to be cleaned.
4. Continue to manage and control social/physical distancing (at least 6ft of spacing) for employees working alongside one another. Include the same standard for citizens, and/or the public who access the facility. Employees must wipe down work areas, counters, door handles, etc. after each work day.
5. Limit capacity inside offices to no more than 2 people in one single room or interior space at the same time. Except County Board room and Clerk’s office where more than 2 persons can assemble but at least 6’ separation must be maintained and Court offices and/or rooms where separation must be maintained and person limit as permitted by Michigan Supreme Court order.

**If an employee had direct contact with a person who has tested positive**

Employee shall not report to work. County will work with District Health Department No. 4. To determine when contact occurred, nature of contact. Quarantine for up to 14 days. Clean work areas as identified in attachment. Determine who has had recent contact with the employee in question, as well as nature of contact. Instruct staff to self-monitor, unless apparent that quarantine of additional staff is warranted.

**Additional Guidance for Employees with suspected or confirmed COVID-19**

Employees with suspected or confirmed COVID-19 who have been under quarantine or home isolated can only return to work onsite after the following four (4) things have occurred:

- 72 hours free of fever (100 degrees F or 37.8 degrees C) without the use of fever-reducing medication ; **and**
- Respiratory symptoms have improved; **and**
- At least 7 days have passed since symptoms first appeared.
- County has approved return to work within County facilities.

In all cases employees shall follow the guidance of their healthcare provider.

Work areas to be cleaned employee had contact with.

## **Families First Coronavirus Response Act**

Effective, April 1, 2020 through December 31, 2020, the Families First Coronavirus Response Act (FFCRA) requires Employers to provide their employees with sick leave (up to 80 hours) and expanded family and medical leave for specified reasons related to COVID-19 (see attached posting). Employees that are eligible under the act will be paid in full for up to two weeks by available sick leave and/or special sick leave bank approval.

### **If an employee must travel**

Require staff to inform County of all travel plans in advance outside of County or their normal travel route to work/ grocery/pharmacy. Depending on location/duration, administration will make a case-by-case determination regarding quarantine upon return. Unless otherwise approved, any staff that has been assigned to work remotely and are being paid should have to use leave time if they want to travel, as they are not available to work remotely or report to County facilities for work.

Our overriding objective is to maintain a safe workplace while providing essential public services to our community. We direct those practices recommended above in order to protect the health of employees, visitors and others. Further, we encourage you to follow these practices at your home to protect your families.

**Consult with health department or medical professionals if unsure how to proceed in any of the above scenarios.**

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



CHEBOYGAN COUNTY MEMORANDUM

**TO:** County Employees  
**FROM:** Jeffery B. Lawson  
**DATE:** April 6, 2021  
**RE:** District Health Department No. 4 Emergency Order 2020-1

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This Memorandum provides continued information and additional guidance on the “coronavirus disease 2019” (COVID-19). The County continues to follow the guidance and protocols established by the Centers for Disease Control and public health officials. The Health Department is our local leading authority on the community response including recommendations for employers, which includes the County organization.

District Health Department No. 4 has issued an Emergency Order (2020-01) For Control of Epidemic/Pandemic (see below) which now **requires** screening and social distancing measures at all open businesses and operations within the Health Department’s service area subject to the Governor’s Executive Order 2020-21.

This memo reinforces County memos issued on March 24, 2020 and March 31, 2020. Essential employees are only to report to County facilities /field locations as directed and approved by their elected official or department head. Beginning April 7, 2020 any employee reporting to county facilities or field location must be asked the employee screening questions provided below by phone from elected official, department head or supervisor prior to the employee reporting to work. A record of these forms must be maintained.

**Employee Screening Pursuant to DHD4 EO 2020-1 (effective 4/6/20 through ~~4/13/20~~)**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Health/Symptoms:**

- Fever
- Cough
- Shortness of breath
- Sore throat
- Diarrhea
- Body aches
- Headache
- Chills
- Unusual fatigue
- Runny or stuffy nose
- Self-reported temperature: \_\_\_\_\_

**Medical contacts:**

- Have you been told by your healthcare provider to self-isolate or self-quarantine? Y/N
- Have you been contacted by the local health department? Y/N
  - If yes, what were you told/instructed:

**Exposure to COVID-19:**

- Any contact in the last 14 days with someone with a diagnosis of COVID-19? Y/N
  - If yes, please describe:

**Compliance with Governor's "Stay at Home" Order:**

- Have you traveled outside Cheboygan County since you last reported to the building? Y/N
  - If yes, please describe:
- Have you attended any public or private gatherings of any number of people that included persons not of the same household? Y/N
  - If yes, please describe:
- Have you left your home for any purpose not authorized by the "stay at home" order? Y/N
  - If yes, please describe:

**Supervisor's Determination:**

- Employee allowed to report to work at county building on \_\_\_\_\_ from hours of \_\_\_\_\_ to \_\_\_\_\_
- Employee not allowed to report to work at county building until specifically approved and until:
  - 3 days with no fever and 7 days since onset of first symptom
  - 14 days after contact with a diagnosed case of COVID-19
  - 14 days following any activity or travel in violation of "stay at home" order
- Other:

Name of Supervisor:

Signature:

Date:

## APPENDIX C

### EMPLOYEE RETURN TO WORK PLAN

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

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

- 72 hours free of fever (100 degrees F or 37.8 degrees C) without the use of fever-reducing medication ; **and**
- Respiratory symptoms have improved; **and**
- At least 7 days have passed since symptoms first appeared.
- Employee has received a negative COVID-19 test.
- County has approved return to work within County facilities.

Employees\* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

\*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

**APPENDIX D**

**CORONAVIRUS DISEASE (COVID-19)  
VISITOR HEALTH SCREENING**

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Court/Office Visiting: \_\_\_\_\_

Visitors Name: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Time In: \_\_\_\_\_

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

Fever? (100.0°F or above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:		

If the visitor answered “**yes**” to any of the symptoms listed above visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

**In the past 14 days, have you:**

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19?  Yes  No

Traveled via airplane internationally or domestically?  Yes  No

If visitor answered “**yes**” to either of these questions visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

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Security Officer or Employee:

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Spoke to: \_\_\_\_\_

**APPENDIX E**  
**SIGNS FOR BUILDINGS**





**THE COUNTY BUILDING IS ONLY PERMITTING LIMITED PUBLIC ACCESS AT THIS TIME. DURING THIS LIMITED ACCESS PERIOD, RESIDENTS ARE ENCOURAGED TO USE ONLINE, MAIL OR PHONE OPTIONS TO CONDUCT COUNTY BUSINESS. WHERE MANDATED SERVICES CANNOT BE ACCOMPLISHED ONLINE, BY MAIL OR PHONE, SERVICES MAY BE RENDERED CASE-BY-CASE BY APPOINTMENT.**

**FOR ASSISTANCE OR EMERGENCY COURT MATTERS AND FILINGS, PLEASE CALL THE APPROPRIATE OFFICE (SEE LISTING).**

**THANK YOU FOR YOUR PATIENCE AND UNDERSTANDING IN AN EFFORT TO MITIGATE THE SPREAD OF THE COVID-19 VIRUS.**



**WE KINDLY ASK IF YOU ARE EXPERIENCING  
THE FOLLOWING COVID-19 OR FLU LIKE  
SYMPTOMS:**

- **FEVER**
- **COUGH**
- **SHORTNESS OF BREATH**

**PLEASE DO NOT ENTER THE BUILDING AND  
RETURN TO YOUR VEHICLE AND CONTACT  
YOUR PHYSICIAN.**

**IF YOU HAVE A NOTICE TO APPEAR, PLEASE  
CONTACT YOUR ATTORNEY OR APPROPRIATE  
COURT.**

**THANK YOU!**

# 2019 NOVEL CORONAVIRUS



The Michigan Department of Health and Human Services (MDHHS) is working closely with healthcare providers, local public health departments, and the Centers for Disease Control and Prevention (CDC) to actively monitor any potential cases of 2019 Novel Coronavirus (2019-nCoV) in Michigan. MDHHS will update information as it becomes available at: [michigan.gov/coronavirus](http://michigan.gov/coronavirus).

## What is 2019 Novel Coronavirus?

2019 Novel Coronavirus is a virus strain that has only spread in people since December 2019. Health experts are concerned because little is known about this new virus and it has the potential to cause severe illness and pneumonia.

## How does 2019 Novel Coronavirus spread?

Health experts are still learning the details about how this new coronavirus spreads. Other coronaviruses spread from an infected person to others through:

- the air by coughing and sneezing.
- close personal contact, such as touching or shaking hands.
- touching an object or surface with the virus on it, then touching your mouth, nose, or eyes.
- in rare cases, contact with feces.

## What are the symptoms of 2019 Novel Coronavirus?

People who have been diagnosed with 2019 Novel Coronavirus have reported symptoms that may appear in as few as two days or as long as 14 days after exposure to the virus:



Fever



Cough



Difficulty Breathing

## Who is at risk for 2019 Novel Coronavirus?

Currently the risk to the general public is low. At this time, there are a small number of individual cases in the United States. To minimize the risk of spread, health officials are working with healthcare providers to promptly identify and evaluate any suspected cases.

Travelers to and from certain areas of the world may be at increased risk. See [cdc.gov/travel](https://www.cdc.gov/travel) for the latest travel guidance from the CDC.

## How can I protect myself from getting 2019 Novel Coronavirus?

If you are traveling overseas (to China but also to other places) follow the CDC's guidance: [cdc.gov/travel](https://www.cdc.gov/travel).

Right now, there are no additional precautions recommended for the general public. Steps you can take to prevent spread of flu and the common cold will also help prevent 2019 Novel Coronavirus:



Wash your hands often with soap and water. If not available, use hand sanitizer.



Avoid touching your eyes, nose or mouth with unwashed hands.



Cover your mouth and nose with a tissue when coughing.



Avoid contact with people who are sick.



Stay home if you are sick, and contact your healthcare provider.

## How is 2019 Novel Coronavirus treated?

There are no medications specifically approved for coronavirus. People infected with 2019 Novel Coronavirus should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

### **2019 Novel Coronavirus Information Updates:**

Centers for Disease Control and Prevention: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Michigan Department of Health and Human Services: [michigan.gov/coronavirus](https://www.michigan.gov/coronavirus)

# COVID-19

## Interim Guidance for Schools, Businesses, and Non-Profits

Updated February 28, 2020

This interim guidance is based on what is currently known about the Coronavirus Disease 2019 (COVID-19). Information will be updated as it becomes available.

### **DISTRICT HEALTH DEPARTMENT NO. 4 RESPONSE: WHAT ARE WE DOING?**

- Participating on calls with Michigan Department of Health and Human Services (MDHHS) and Centers for Disease Control and Prevention (CDC)
- Monitoring all individuals based on risk exposure CDC guidance:
  - <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- Maintaining communication with local medical providers to provide up to date information

## **PREVENT THE SPREAD**

### **PERFORM ROUTINE ENVIRONMENTAL CLEANING**

- No additional disinfection beyond routine cleaning is recommended at this time
- Employers are recommended to provide disposable wipes so that commonly used surfaces (doorknobs, keyboards, remote controls, desks, etc.) can be wiped down by employees before each use
- Schedule routine cleaning for all frequently touched surfaces. Use the cleaning agents you normally use for these areas and follow the directions on the label

### **WHAT SHOULD I BE DOING TO PROTECT MYSELF?**

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth Stay home when you are sick
- Cover your cough or sneeze
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Regularly wash hands with soap and water for at least 20 seconds If soap and water is not available, use an alcohol based hand sanitizer that contains at least 60-95% alcohol



## WHAT PERSONAL PROTECTIVE EQUIPMENT (PPE) SHOULD I USE?

- Currently, the CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. Health workers and people who are taking care of someone in close settings should also consider facemask use.
- There is no specific OSHA standard covering COVID-19. However, some OSHA requirements may apply to preventing occupational exposure to COVID-19.
  - <https://www.osha.gov/SLTC/covid-19/standards.html>

## PLANNING

### TRAVEL

- Evaluate CDC travel guidance prior to travel

## RESOURCES

- CDC/COVID-19:
  - <https://www.cdc.gov/coronavirus/>
- Occupational Health and Safety Administration:
  - <https://www.osha.gov/SLTC/covid-19/index.html>
- MDHHS:
  - [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



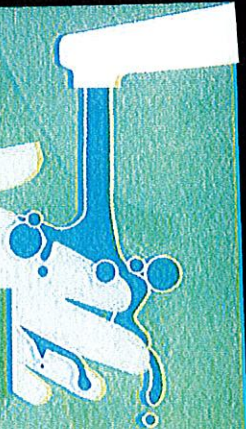
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

**APPENDIX F**  
**OTHER RESOURCES**

Governor Whitmer's Executive Order 2020-42:

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-525182--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html)

FAQs from Governor Whitmer on Executive Order 2020-42:

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-525278--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html)

Helpful CDC Guidance:

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

CDC Handwashing Fact Sheet:

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

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

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

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

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

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

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

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



**APPENDIX G**

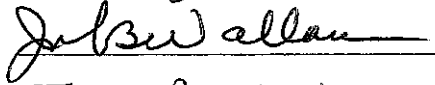
**CHEBOYGAN COUNTY  
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**Certification by Responsible Public Official**

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

- 1.) It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020.
- 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 Cheboygan County website [www.cheboygancounty.net](http://www.cheboygancounty.net) and at each Cheboygan County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Cheboygan County  
Signature:   
Name of Official: John B. Wallace  
Title: Board Chairman  
Date: 4-28-20