

March 17, 2020

All County Employees,

The County continues to monitor the coronavirus situation and is finalizing a policy and procedure that will address County operations during a pandemic event. We expect that policy and procedure to be finalized and distributed shortly after it is approved by the Board of Commissioners.

Even as we prepare the above-referenced policy, the situation both world-wide and locally continues to evolve rapidly. The World Health Organization declared the coronavirus outbreak a pandemic. Michigan has confirmed cases of the coronavirus. More restrictions and health advisories are likely over the coming days and weeks.

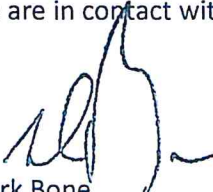
In light of the above, the following actions are to be taken to protect the health and safety of County employees.

- Effective immediately, attendance at non-essential conferences, conventions, and off-site trainings is suspended until further notice. Employees should cancel registrations and travel arrangements as soon as possible in order to maximize refund opportunities.
- Every effort should be made to minimize person-to-person contact by conducting County business electronically via e-mail, skype and phone. When person-to-person contact is required, do not shake hands.
- It is every employee's responsibility to ensure a clean work place by sanitizing common areas such as counters, door knobs, phones, keyboards, handrails, etc. The county will provide appropriate cleaning supplies to each department to enhance sanitary conditions. Do not order supplies yourselves.

If you are sick with fever, cough or flu like symptoms, stay home and do not come into work. Employees exhibiting these symptoms at work may be directed to go home.

Please see the attached Board approved Mandatory Guidelines for Midland County Employees and Pandemic COVID-19 Emergency Sick Leave Policy.

We are in contact with state and federal resources and will update you as the situation warrants.


Mark Bone
Chair, Midland County Board of Commissioners


Steven Carras
Chief Judge, Midland County Courts


Bridgette Gransden
Administrator/Controller


Fred Yanoski,
Midland County Health Officer