



**COUNTY OF NEWAYGO  
COVID-19 Preparedness and Response Plan**

**County Administrator Christopher Wren  
COVID-19 Workplace Coordinator**

**Date Implemented: May 1, 2020**

# COUNTY OF NEWAYGO

## COVID-19 Preparedness and Response Plan

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**COUNTY OF NEWAYGO  
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**Certification by Board of Commissioners Chairperson**

This is to certify that I have reviewed the County of Newaygo'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 #2020-59 dated Friday, April 24, 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 County of Newaygo's website and at each County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

County of Newaygo:

Signature: \_\_\_\_\_

Bryan Kolk  
Board of Commissioners Chairperson

Date: 04-27-2020

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

Newaygo County (“County”) has prepared the following COVID-19 Preparedness and Response Plan (“Plan”) to provide guidance to County leaders and employees for getting back to work in the “new normal” which includes establishing protocols in accordance with relevant state and local orders related to COVID-19 and provides a framework for safely and efficiently re-opening the County Offices to all employees and the general public.

The County Administrator serves as the COVID-19 Workplace Coordinator. As such, the County Administrator will update this Plan as needed and communicate important messages to employees and the general public. Additionally, the County 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 or amended.

## **SECTION 1: COUNTY GOVERNMENT STATUS FROM MARCH 24, 2020 THROUGH MAY 17, 2020**

Since March 24, 2020, Governor Gretchen Whitmer issued three (3) Executive Orders ( 2020-21, 2020-42, 2020 -59) addressing Michigan residents and businesses concerning COVID-19, with the most recent order expiring Friday, May 15, 2020. Each Order prohibits businesses or operations to operate a business or conduct operations that require 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 her most recent Executive Order 2020-59.

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.

### **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 screening questionnaire, attached as Appendix D, 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 F. Forward the completed questionnaire to Human Resources for record keeping.

### **1.4 Employee Compensation and Work Schedules**

Full-time and part-time employees will receive their full base pay. Compensation is based on the employee’s availability to work. That said, employees on a scheduled day off, with or without pay, are not entitled to any pay or compensation other than what had been agreed upon when the request for the day off was approved.

Part-time employees with established work schedules will receive their full base pay. Part-time employees with sporadic work schedules or who normally are called to work on an as-needed basis will be paid an average wage based on the previous three (3) months or since the start of their employment if the employee was hired less than three (3) months ago.

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 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 MAY 18, 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:

### **2.1 County Office Hours**

In accordance with federal and state orders, all County offices and facilities will open to the general public. 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.

### **2.2 Return to Work**

All employees are expected to return to their normal work schedules and work hours on May 18, 2020. Telework may continue with the approval of the respective Elected Official or County Administrator and a Temporary Telecommuting 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.

### **2.3 Employee Compensation and Work Schedules**

Full-time and part-time employees must report to work, or telework, as directed by their Department Head/Elected Official, and will be paid following County Policy and/or union contract.

### **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**

The following protective safety measures must be adhered to by all employees:

### **3.1 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.

### **3.2 Employee Screening BEFORE Entering the Workplace**

An Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire must be completed BEFORE employees arrive at the workplace. 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; such requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

Thermometers will be provided for employees if needed.

Courthouse screening staff will be available should it be necessary to take an employee's temperature at work.

Employee screening questionnaires may be completed electronically and emailed to the designated office personnel or submitted via paper form upon arrival at work.

### **3.3 Employee Interaction with Other Departments**

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

### **3.4 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 F.

### **3.5 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.

### **3.6 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.

### **3.7 Remote Work**

All employees are expected to return to their normal work schedules and work hours on May 18, 2020. Telework may continue with the approval of the respective Elected Official or County Administrator and a Temporary Telecommuting Agreement must be executed – See Appendix E.

### **3.8 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 C. 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.

### **3.9 Enhanced Hygiene**

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with a 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. Handshaking is also prohibited to ensure good hand hygiene. Please refer to the Center for Disease Control's Fact Sheets on Handwashing, Preventing the Spread of Germs and Stop the Spread of Germs attached in Appendix F.

### **3.10 Enhanced Cleaning and Disinfecting**

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment outside office areas will be performed regularly by Maintenance Staff using products containing EPA-approved disinfectants. Each Department will be responsible to clean their work areas, including but not limited to, frequently wiping down commonly used surfaces with disposable disinfectant wipes that are provided to each Department. Vacuums are available for use in each break room. If an employee that has been in the workplace in the past fourteen (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 F.

### **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 a Visitor Health Screening questionnaire, attached as Appendix D, 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 F.

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.

### **3.12 County U.S. Mail Process**

Incoming and outgoing mail will be delivered to each Department's window. Maintenance staff will not be allowed to enter an office to deliver or pick up mail. Should your Department not have a front window, it is recommended that an inbox and outbox for mail be placed outside the Department's entrance. If your Department requires this, please submit a work ticket to Maintenance to have them installed.

### **3.13 Recycling**

Maintenance staff will not be allowed to enter an office to empty recycling boxes. Departments will be responsible to empty their recycling boxes into large containers that have been placed in each break room. These containers will be emptied as needed by Maintenance staff.

### **3.14 Repair Request for Maintenance**

If you have a repair request for Maintenance, a work ticket should be submitted. Every effort will be made to schedule the repair when the Departmental staff is not present. If this is not possible, all social distancing guidelines must be adhered to, including but not limited to, wiping down the area once Maintenance has left.

### **3.15 Volunteers**

The use of volunteers is limited on an as-needed basis. Should your Department require the use of volunteers to provide critical services to the public, volunteers must adhere to all protective safety measures as listed in this Policy.

### **3.16 Personal Protective Equipment**

All personal protective equipment related to COVID-19 will be supplied through the Emergency Services Department. PPE includes, but is not limited to, face masks, thermometers, cleaning supplies, etc.

### **3.17 Trash Removal**

Trash will be picked up by Maintenance Staff every Tuesday and Thursday. 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**

### **4.1 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 G. Telework assignments may be offered in place of Emergency Paid Sick Leave if the employee is well enough to work.

### **4.2 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 telework 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 G.

### **4.3 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](https://www.nationaldomesticviolencehotline.org/) at 1-800-799-7233 (TTY: 1-800-787-3224.)

Additionally, employees may continue to contact the County's Success Coach, Julie Sanders, with any personal, confidential assistance such as vehicle repair, childcare needs, guidance on budgeting, loans, work-related expenses (internet service), etc. Below is Ms. Sanders contact information should employees wish to contact Ms. Sanders to talk over the phone or schedule a virtual meeting.

Julie Sanders  
Success Coach  
231.349.6072  
[jsanders@michworkswc.org](mailto:jsanders@michworkswc.org)

### **4.4 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.

#### **4.5 Health Savings Accounts (HSA) and Flexible Spending Accounts (FSA)**

- Telemedicine is temporarily an eligible HSA expense through December 31, 2020.
- Employees can utilize their HSA or 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 HSA and 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**

### **5.1 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;
  - Cough;
  - Shortness of breath;
  - Sore throat; and/or
  - diarrhea
- 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 fourteen (14) days, the employee came in close contact (being within approximately six (6) feet for a prolonged period of time without PPE) with someone who has tested positive for COVID-19.

If an employee believes that they qualify as a Suspected Case (as described above), they must:

- Immediately notify their Department Head/Elected Official and Human Resources;
- If they are experiencing symptoms, they should not return to work for at least seven (7) days after symptoms first started and seventy-two (72) hours after a fever has resolved without the use of fever-reducing medicines and symptoms have improved, whichever is longer.
- If not experiencing symptoms, they may continue working but must continue to self-monitor their symptoms, adhere to social distancing guidelines, wear a mask the entire day, and disinfect and clean their workspace. If an employee starts to have symptoms during the workday, they will be sent home immediately.

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

- Notify all employees who may have come into close contact (being within approximately six (6) feet for a prolonged period of time without PPE) with the employee in the past fourteen (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 by the Maintenance staff.

### **5.2 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 they qualify as a Confirmed Case (as described above), they must:

- Immediately notify their Department Head/Elected Official and Human Resources of their diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then the County will:

- Notify all employees who may have come into close contact with the employee (being within approximately six (6) feet for a prolonged period of time without PPE) in the past fourteen (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 the employee's presence in the workplace), is thoroughly cleaned and disinfected by a professional cleaning service;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with affected employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

## APPENDIX A

### CRITICAL INFRASTRUCTURE WORKERS

Consistent with 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 2020-59, 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.
- b. Workers at suppliers, distribution centers, or service providers, as described below.

<sup>1</sup> Under Executive Order 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 2020-59. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

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 sub provision (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 sub provision (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**

**COUNTY OF NEWAYGO  
EMPLOYEE ENTRY SCREENING QUESTIONNAIRE**

**TO BE COMPLETED BEFORE ENTERING THE WORKPLACE**

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

- |                        |                              |                             |
|------------------------|------------------------------|-----------------------------|
| Fever                  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| New or worsening cough | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Shortness of breath    | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Sore throat            | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Vomiting/Diarrhea      | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Current Temperature: \_\_\_\_\_

If you answered “yes” to any of the above symptoms or your temperature is 100.4 degrees or higher, you need to notify your Department Head/Elected Official and may not come into work. Employees should self- isolate at home and contact your primary care physician’s office for direction. You will not be permitted into the workplace until:

- Both three (3) days have passed since symptoms have resolved and seven (7) days have passed since symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
- They receive a negative COVID-19 test.

2. Have you been in close contact (being within approximately six (6) feet for a prolonged period of time without PPE) in the last fourteen (14) days with an individual diagnosed with COVID-19

- Yes  
No

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

- Yes  
No

4. 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 answered “yes” to questions 2 – 4 above, contact your Department Head/Elected Official and do not go into work. Self-quarantine at home for 14 (fourteen) days or as prescribed by your healthcare provider.

I, \_\_\_\_\_, truthfully attest that I have answered the questions above to the best of my ability.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Any untruthful answers above will result in discipline up to and including termination.



## APPENDIX C

### 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 (fever, cough, shortness of breath, sore throat, or vomiting/diarrhea) will not be permitted to return to work until either:

- Both three (3) days have passed since their symptoms have resolved and seven (7) days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
- They receive a negative COVID-19 test.

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

- Both seven (7) days after symptoms first started and seventy-two (72) hours after a fever has resolved without the use of fever-reducing medicines and symptoms have improved, whichever is longer; or
- They receive a negative COVID-19 test.

Employees who have been in “close contact” (being within approximately six (6) feet for a prolonged period of time without PPE) with an individual who tests positive for COVID-19 will not be permitted to return to work until either:

- Fourteen (14) days have passed since the last close contact with the sick individual; or
- The individual receives a negative COVID-19 test, whichever occurs first

\*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.

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:

- May only continue to work via telework, if available; and
- Self-quarantine for fourteen (14) days

APPENDIX D

COUNTY OF NEWAYGO
CORONAVIRUS DISEASE (COVID-19)
VISITOR HEALTH SCREENING TO BE COMPLETED BEFORE ENTERING A COUNTY OFFICE

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

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

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

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

Table with 5 rows and 3 columns: Symptom, Yes, No. Rows include Fever? (100.4°F or above), New or worsening cough, Shortness of Breath, Sore throat, Vomiting/Diarrhea.

Current temperature: \_\_\_\_\_

In the past 14 days, have you:

Had close contact (within approximately six (6) feet for a prolonged period of time without PPE) with an individual diagnosed with COVID-19? [ ] Yes [ ] No

Engaged in domestic or international travel to places that have been identified by the CDC as an extremely high-risk area for contracting COVID-19? [ ] 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 the visitor answered "yes" to any of the questions listed above or their temperature is 100.4 degrees or higher, they may not be allowed to access the building. Provide the visitor with the CDC Handout: Sick with COVID-19 Fact Sheet attached in Appendix F.

County employee completing this form: \_\_\_\_\_

\_\_\_\_\_ Email this form to Human Resources

**APPENDIX E**  
**NEWAYGO COUNTY**  
**TEMPORARY TELECOMMUTING AGREEMENT**

**Employee Information**

Name: \_\_\_\_\_ Hire date: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

FLSA status:     Exempt     Nonexempt

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

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Temporary work location: \_\_\_\_\_

Employee schedule: \_\_\_\_\_

Work expectations:

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**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 maintain a safe and secure work environment at all times.

The employee will allow the employer to have access to the telecommuting 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 Newaygo 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 Newaygo County equipment. The employee understands that all tools and resources provided by the County shall remain the property of the County at all times.

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

### COVID-19 INFORMATIONAL FACT SHEETS

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](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>

# Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

## Stay home except to get medical care.

• **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.



- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**

## Separate yourself from other people and pets in your home.

• **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.



- See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>

## Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include\*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 if you have a medical emergency.** If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

## Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



## If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



## Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



## Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



## Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



## Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective.

## How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
  - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
    - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
    - at least 7 days have passed since your symptoms first appeared.
  - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
    - You no longer have a fever (without the use of medicine that reduces fevers)AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
    - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

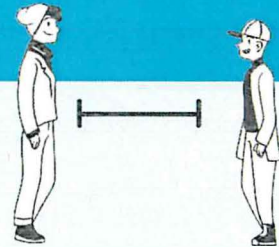


**In all cases, follow the guidance of your healthcare provider and local health department.** The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

# Directions for Social Distancing, Self-Monitoring, Self-Quarantine, and Self-Isolation

## Social Distancing

- Keep 6 feet of space between people as much as possible
- Avoid places at their busiest times
- Use online, drive-through or curbside services when possible
- Avoid getting together in large social groups
- If possible, businesses should have employee tele-commute, provide online options and limit in-person meetings
- Wear a face mask at all times while in the workplace. Employers can issue face masks or can approve employees' supplied cloth face coverings in the event of shortages.



## Self-Monitoring



- Practice social distancing.
- Take and record temperature twice a day, once in the morning and once in the evening.
- Report any temperature of 100.4 °F or above to your doctor.
- Report any onset of respiratory illness to your doctor. These include:
  1. Cough
  2. Shortness of breath or difficulty breathing
  3. Chest pain
  4. Additionally, you could experience sore throat, muscle aches, chills, headache, abdominal pain, nausea, vomiting or diarrhea
- If you need medical care, call ahead to your doctor.
- Household members should practice social distancing.
- If you develop symptoms of illness you will move into Self-Isolation (see page 3).



# Handwashing and Hand Sanitizer Use

## at Home, at Play, and Out and About



Germs are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don't kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and *Clostridium difficile*, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

### When should I use?

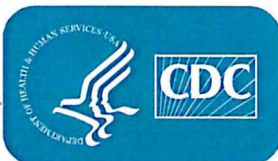
#### Soap and Water

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

#### Alcohol-Based Hand Sanitizer

- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

\* Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.



## How should I use?

### Soap and Water

- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.



### Alcohol-Based Hand Sanitizer

Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

**Note:** Do not rinse or wipe off the hand sanitizer before it's dry; it may not work as well against germs.



For more information, visit the CDC handwashing website, [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing).

# How to Protect Yourself and Others

## Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

### Clean your hands often

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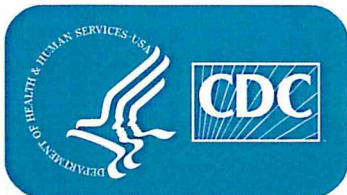
- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact

---



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



## Cover your mouth and nose with a cloth face cover when around others

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- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
  - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

## Cover coughs and sneezes

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- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Clean and disinfect

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- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

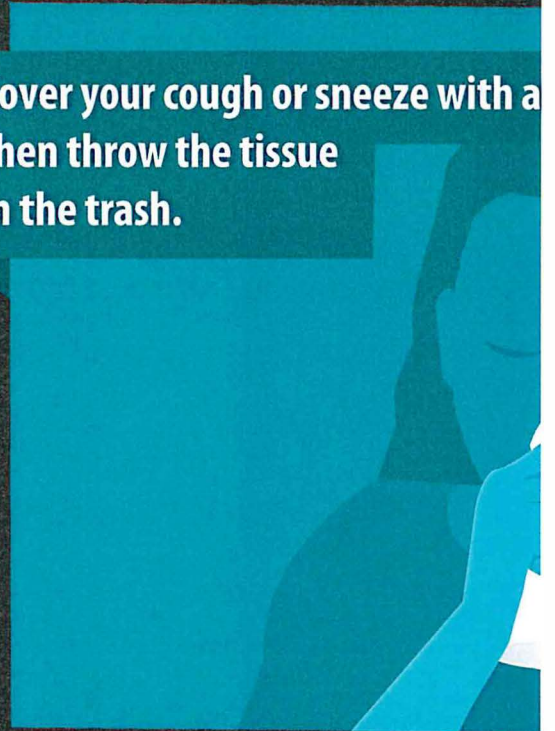
# Stop the Spread of Germ

Help prevent the spread of respiratory diseases like COVID-19

Avoid close contact with people who are sick.



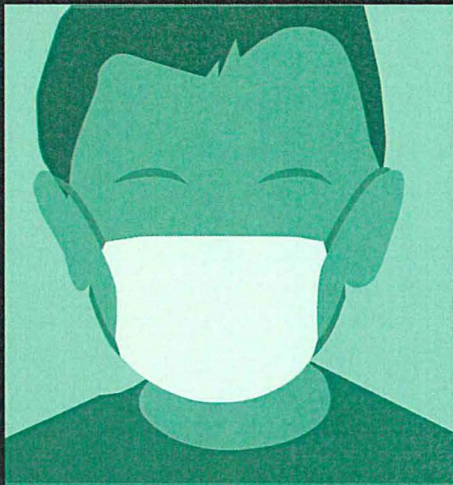
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



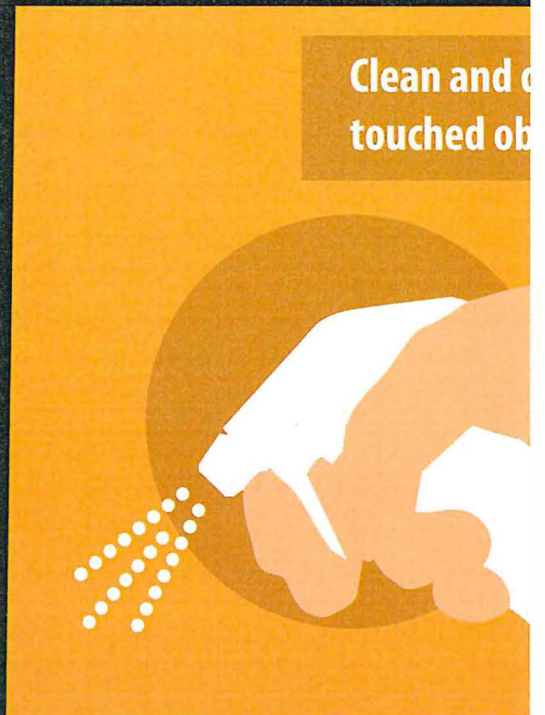
Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.



Clean and disinfect frequently touched objects and surfaces.





# Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

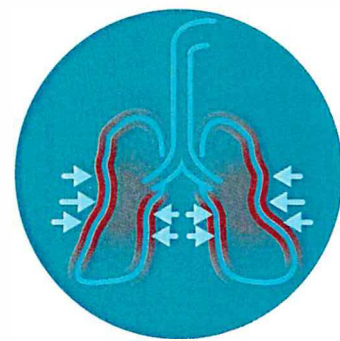
**DO NOT ENTER** if you have:



**FEVER**



**COUGH**



**SHORTNESS OF  
BREATH**



# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

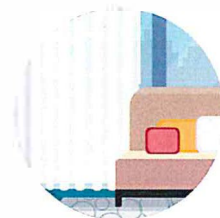
**To make a bleach solution**, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



- **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

## Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



## Laundry

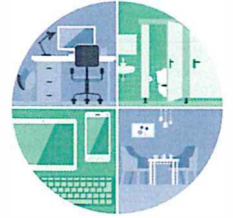
For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.



## When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.





- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

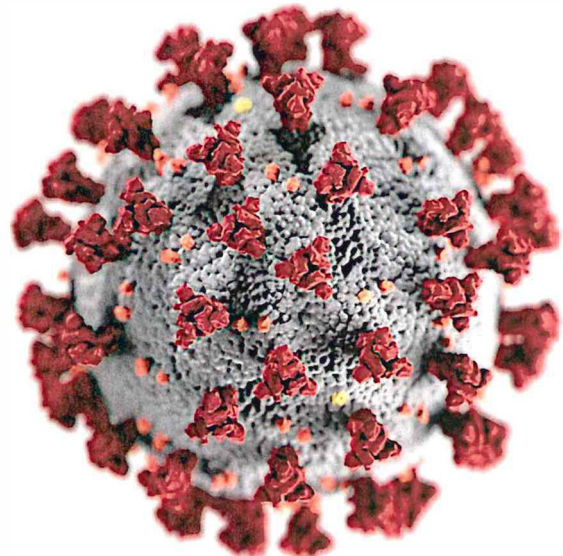
## Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

### For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



## APPENDIX G



## Newaygo County Policies and Procedures

### 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. Newaygo 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 Newaygo 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.



## Newaygo County Policies and Procedures

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

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#### **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 HR department.

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 Human Resources 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, Human Resources 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.



## Newaygo County Policies and Procedures

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

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### **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 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 Human Resources with any questions.

## **Emergency Paid Sick Leave**

### **Eligibility**

All full and part-time employees unable to work (or telework) 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.



## Newaygo County Policies and Procedures

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

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“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.

#### **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 Human Resources 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.



## **Newaygo County Policies and Procedures**

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

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### **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 Human Resources with any questions.

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



Newaygo County
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 Newaygo County FMLA Expansion and Emergency Sick Leave Policy (Coronavirus) and the Newaygo County FMLA Policy.

Employee Title Date of Hire

Supervisor Today's Date

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

Four horizontal lines for providing names/ages of children and name of school or place of care.

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

Signature of Employee/Representative Date

Supervisor's Signature Date

Request for leave has been approved and is:

Approved; number of weeks approved:

Denied. If denied, reason:

Reviewed by: Signature of HR Personnel Date





**Newaygo County**

**Emergency Paid Sick Leave Act – Public Health Emergency Leave Request Form**

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

Employee \_\_\_\_\_ Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Today's Date \_\_\_\_\_

**REASON FOR LEAVE:**

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

\_\_\_ 1. I am subject to a federal, state or local quarantine or isolation order related to COVID-19.

Issuing Government Agency: \_\_\_\_\_

\_\_\_ 2. I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Issuing Health Care Provider: \_\_\_\_\_

\_\_\_ 3. I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.

A form WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition may be required – See Human Resources

\_\_\_ 4. I am caring for an individual who is subject to either number 1 or 2 above.

Issuing Gov't Agency or Health Care Provider: \_\_\_\_\_

\_\_\_ 5. 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 to 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

\_\_\_ 6. I am 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.

**Newaygo County**  
**Paid Sick Leave Act – Public Health Emergency Leave Request Form**

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

Today's Date: \_\_\_\_\_

Date leave to start: \_\_\_\_\_ Date of anticipated return to work: \_\_\_\_\_  
(max 80 hours of paid leave; thereafter pay by policy)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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Request for leave has been approved and is:

\_\_\_\_\_ Approved; number of hours/days approved:

\_\_\_\_\_ Denied. If denied, reason:

Reviewed by: \_\_\_\_\_  
Signature of HR Personnel

\_\_\_\_\_  
Date