



# **County of Sanilac**

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

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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, Sanilac 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.

The Emergency Management Director and Administrator/Controller will serve as COVID-19 Workplace Coordinators. Any changes or updates to this plan will be communicated to Department Officials, Employees and the general public by a Workplace Coordinator.

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

Executive Order 2020-42 and subsequent Executive Orders 2020-59 and 2020-77 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 Orders 2020-42, 2020-59 and 2020-77.

Under Executive Orders 2020-42, 2020-59 and 2020-77, 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 Sanilac County’s applicable Personnel Policies. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

#### ***Remote Work***

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely.

#### ***Employee/Visitor Screening Before Entering the County Building***

A sample Employee Entry Screening Questionnaire and Visitor Screening Questionnaire is attached as Appendix B and Appendix C respectively. A screening questionnaire should be completed by all employees and visitors 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.

### ***Enhanced Screening Procedure***

1. In an effort to prevent the spread of COVID-19 in the workplace, employees, Elected Officials and Visitors are expected to complete a self-evaluation and/or a medical screening prior to entering the Courthouse building. Please reference attached Employee Entry Screening Questionnaire.
2. If a County employee or Elected Official is experiencing any of the following COVID-19 symptoms, he/she should not report to work. The same symptoms will apply to visitors who will be denied access the County building:
  - Fever;
  - Shortness of breath; and/or
  - Continuous cough.

Or, he/she is experiencing at least two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat and/or
- New loss of taste or smell

Or, he/she has 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.

3. If a County Employee, Elected Official or Visitor experiences noted symptoms or exposure, he or she will not be permitted to enter the building, and must do the following:
  - Immediately notify Department Official and/or Human Resources contact;
  - Complete Emergency Paid Sick Leave Form, if eligible;
  - Self-quarantine for 14 days; and
  - Seek immediate medical care or COVID-19 testing.
  - Prepare Return to Work Plan Appendix D.
4. Visitors experiencing noted symptoms or exposure will not be permitted to enter the building and will be provided with the following:
  - Handout regarding what to do if you might have COVID-19
  - Advice to seek immediate medical care of COVID-19 testing.
5. Entrance to the building by County employees, Elected Officials and Visitors will require those that can medically tolerate the use of a face covering, to have one placed over his/her nose and mouth. Such face covering includes homemade mask, scarf, bandana or handkerchief.

- Face coverings will be provided to County employees, Elected Officials and Visitors if needed.
- Individuals refusing to wear a face covering will be provided with alternative ways to conduct business, when feasible, including, but not limited to, conducting transactions at the North Entrance, having an employee meet with visitor in a well ventilated area, etc.

***Personal Protection Equipment***

Sanilac County shall provide and make available to all Critical Infrastructure Workers (CIW) and any worker performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space.

***Enhanced Social Distancing***

Department Officials 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. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. 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 employees and visitors alike:

- Reasonably avoid coming within 6 (six) feet of other individuals
- Watch for visual cues that reinforce distancing in common areas
- Utilize alternative methods of communication to avoid office visits, such as emailing or calling
- 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 in 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, stairwells and hallways
- Bring lunch and eat away from others
- Meetings should be conducted virtually or via phone when possible

***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 throughout the day by Buildings & Grounds 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. Committees and boards hosting meetings in County buildings will be responsible for disinfecting common surfaces upon adjourning. In addition, the following protocol will be implemented:

- **Clean and disinfect high-touch surfaces regularly**
  - Frequently touched surfaces and objects vary by location. Examples include doorknobs, light switches, handrails, kitchen appliances, counter tops, drawer pulls, tables, sinks, faucet and toilet handles, paper towel dispenser knobs, drinking fountains, elevator buttons, push plates, phones, keys and remote controls.
  - When cleaning workspaces, cubicles and other office areas, make sure to disinfect frequently touched surfaces and objects such as desks, chairs, phones, printers, keyboards and computer mice.
  - When cleaning vehicles, pay special attention to surfaces and objects that are touched often by passengers, such as door handles, window buttons, locks, arm rests, seat cushions, buckles and seatbelts. Also wipe down surfaces frequently touched including the steering wheel, radio buttons, turn indicators and cup holders.
- **How to clean and disinfect**

Remove any visible dirt and grime before using disinfectants. Disinfecting surfaces removes most germs and are most effective on clean surfaces and objects. Coronaviruses are relatively easy to kill with most disinfectants. When using cleaning and disinfecting products, always read and follow the manufacturer's directions. Employees should follow label directions and utilize necessary personal protective equipment (PPE) such as gloves or face coverings. Throw away gloves after each cleaning and wash your hands upon removing gloves.

  - **Hard or non-porous items** (examples include tables, desks, floors, doorknobs and phones)
  - If a surface is visibly dirty, first clean using a regular cleaning product, such as soapy water for a table or cleaning cloth for a cell phone
  - Disinfecting:
    - To disinfect a cleaned surface or object, you can use regular disinfection products, such as bleach, peroxide or alcohol-based disinfectant products), or use a disinfectant that has been registered with the State of Michigan and approved by the Environmental Protection Agency. Visit <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> to verify your cleaning product has active ingredients to kill the Human coronavirus, and the amount of time the disinfectant must have contact with the surface to do so.
    - You can also disinfect using cleaning solutions with at least 70% alcohol. Wipe the surface or object thoroughly with the solution and let it dry.
  - **Soft or porous items** (examples include carpets, rugs and upholstered chairs)
    - Follow the manufacturer's instructions or a cleaning product specifically for that item. For example, use a steam cleaner or apply a disinfectant product that is suitable for fabrics.
- **Cleaning and disinfecting if someone is sick**
  - Close off areas used by 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 (computers, copy machines, keyboards, remote controls, etc.).

- 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.

**Additional recommendations**

- Custodians should ensure that all handwashing sinks have clean running water, soap and paper towels at all times.
- Consider having alcohol-based hand sanitizers in common areas to encourage hand hygiene.
- Building staff should make sure building ventilation systems are working properly and maintained per standard protocols for optimal indoor air quality. If feasible, increase ventilation in common areas and the amount of outdoor air entering the building.

***Tools and Equipment***

Sanilac County limits the sharing of tools and equipment among in-person employees. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Sanilac County will provide employees with disinfectant wipes and other disinfecting products for this purpose.

***Visitors***

Visitors who can conduct business via a Department’s front window or counter must maintain six (6) feet from others at all times. Social distancing and maximum capacity signage will be placed before entering into department lobbies to limit the number of visitors within a confined space.

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 Health Screening questionnaire, attached as Appendix C, 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 visitor with the Center for Disease Control’s fact sheet “Prevent the Spread of COVID-19 if you are Sick”, or similar fact sheet. The CDC’s fact sheet can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>.

Sanilac County requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.

***Recycling/Trash Removal***

Building and Grounds Staff will not be allowed to enter an office to empty trash and recycling. Departments will be responsible to place recycle items and trash outside their office door. Collections will be Monday, Wednesday and Friday, before 2:00 p.m. Should a department have an excessive amount of trash anytime throughout the week, notify Building and Grounds and they will make an off-scheduled pickup.

***Request for Maintenance/Information Technology Assistance***

If you have a repair request for maintenance, or require assistance from Information Technology, please email or contact the appropriate department. Every effort will be made to schedule in-person assistance 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 service area once Buildings & Grounds/Information Technology staff has left.

## ***Employee Benefits***

### **Emergency Paid Sick Leave**

Effective April 1, 2020, certain employees may be eligible for emergency paid sick leave consistent with the Families First Coronavirus Response Act and the County's applicable paid time off policies attached as Appendix E.

### **Expanded Family Medical Leave**

Effective April 1, 2020, certain employees who are unable to work due to the need to care for their child when their school or place of care has been closed, are permitted to take Expanded Family Medical Leave consistent with the Families First Coronavirus Response Act and the County's applicable paid time off policies attached as Appendix F.

### **Employee Assistance Program**

The Employee Assistance Program (EAP) is designed to help you with life challenges. The EAP gives you and your dependents access to a network of licensed and/or certified professionals who can provide confidential support for a variety of matters like:

- **Family and Relationships** Marriage and partners, divorce, parenting, child care and elder care assistance, domestic violence.
- **Emotional Well-Being** Anger management, coping with stress and anxiety, coping with depression, working through grief, traumatic life event.
- **Financial Wellness** Managing finances.
- **Substance Abuse and Addiction** Alcohol, drugs, gambling, other addictions, support for families.
- **Physical Health** diet and nutrition, exercise and fitness, sleep, smoking cessation.
- **Work and Career** relationships in the workplace, work stress and transitions, career development.

Information gathered by the EAP is confidential — it's not shared with Sanilac County unless there is a risk of harm to you or others. To learn more or get help, visit [mutualofomaha.com/eap](http://mutualofomaha.com/eap) or call **800.316.2796**.

## **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.OR
- They are experiencing at least two of the following symptoms:
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat and/or

- New loss of taste or smell
- 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 Sanilac 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 Sanilac 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 and 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.

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

- 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 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**

**EMPLOYEE ENTRY SCREENING QUESTIONNAIRE**

In order to access the workplace, I affirm that in the past 24 hours, I have not experienced:

- \_\_\_\_\_ An atypical cough
- \_\_\_\_\_ Atypical shortness of breath

Or at least two of the following:

- \_\_\_\_\_ Fever of 100 degrees F or 37.8 degrees C, or above
- \_\_\_\_\_ Chills/Repeated Shaking
- \_\_\_\_\_ Muscle Pain
- \_\_\_\_\_ Sore Throat
- \_\_\_\_\_ Headache
- \_\_\_\_\_ New or Loss of Taste or Smell

If you answer “yes” to any of the symptoms listed above, you will not be permitted access to the premises. Please self-isolate at home and contact your primary care physician for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

- \_\_\_\_\_ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?
- \_\_\_\_\_ Traveled by plane/train/cruise ship/bus internationally or domestically?

If you answer “yes” to either of these questions, you are not permitted access to the premises. Self-quarantine at home for 14 days.

If no to all of the above, please check and sign below and proceed to enter the workplace premises:

\_\_\_\_\_ I will wear a face covering while in any public spaces within the premises.

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

**APPENDIX C**

**VISITOR COVID-19 SCREENING FORM**

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

Visitors Name: \_\_\_\_\_ Appointment Date: \_\_\_\_\_ Time In: \_\_\_\_\_

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

\_\_\_\_\_ An atypical cough

\_\_\_\_\_ Atypical shortness of breath

Or at least two of the following:

\_\_\_\_\_ Fever of 100 degrees F or 37.8 degrees C, or above

\_\_\_\_\_ Chills/Repeated Shaking

\_\_\_\_\_ Muscle Pain

\_\_\_\_\_ Sore Throat

\_\_\_\_\_ Headache

\_\_\_\_\_ New or Loss of Taste or Smell

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

In the past 14 days have you:

\_\_\_\_\_ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

\_\_\_\_\_ Traveled by plane/train/cruise ship/bus internationally or domestically?

If visitor answered “yes” to either of these questions, **visitor is not permitted access to the premises.**

**Visitor is required to wear a face covering while in any public spaces within the premises.**

## APPENDIX D

### 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:

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

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 E**

**SANILAC COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT**

<b>SUBJECT:</b> Personnel	<b>DATE ADOPTED/AMENDED MOTION NUMBER:</b> NFA-010-20 04/01/2020	<b>EFFECTIVE:</b> 04/01/2020	<b>POLICY NO.</b>
		<b>Adopted 04/01/2020</b>	

**SANILAC COUNTY  
EMERGENCY PAID SICK LEAVE ACT POLICY**

**1.0 PURPOSE**

The purpose of this policy is to define paid sick leave provided to the employees of Sanilac County during the pandemic outbreak of COVID-19, Coronavirus, as required by H.R. 6201, the Families First Coronavirus Response Act (FFCRA), which includes the FMLA Expansion Act and the Emergency Paid Sick Leave Act.

**2.0 SCOPE**

This policy applies to all qualifying Sanilac County regular full-time and part-time employees. As allowed by the FFCRA, emergency responders (Dispatch, Emergency Management and Sheriff employees) are exempt from qualifying reasons 1, 4 and 5 as outlined below.

**3.0 POLICY DETAILS**

3.1 Emergency Paid Sick Leave Act- In accordance with the Emergency Paid Sick Leave Act, the County will provide all employees, including new hires, with paid sick leave, separate from any normal sick leave accruals, for the following reasons:

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 someone who is subject to an order as described in (1) or has been advised as described in (2).
  5. The employee is caring for a child if the school or place of care has been closed (or child care is unavailable).
  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.
- 3.2 If the employee meets any of the aforementioned criteria, which will be determined after submitting a form requesting emergency paid sick leave to the Human Resources/Administration Department, emergency paid sick leave will be approved and will not be deducted from the employee's accrued leave banks. For full-time employees, up to eighty (80) hours of paid leave will be granted. Part-time employees will receive paid leave for the number of hours that employee works on average during a two-week period. Said average will be determined based on the two most recent two-week pay periods.
- If the employee does not meet the criteria for emergency paid sick leave, the county will grant paid leave from the employee's accrued paid leave banks in accordance with the employee's corresponding collective bargaining agreement or personnel policies, if non-union.
- 3.3 If the employee is seeking leave for qualifying needs 1, 2 or 3, the employee's compensation is capped at \$511 per day or \$5,111 total. If the employee is seeking leave for qualifying needs 4, 5, or 6, the employee's compensation shall be two-thirds (2/3) of their regular rate of pay, capped at \$200 per day and \$2,000 in the aggregate.
- 3.4 Employees requesting emergency paid sick leave shall complete the Emergency Paid Sick Leave Request Form, with supporting documentation as soon as possible, following occurrence of the potentially qualifying reason for leave. All emergency paid sick leave is subject to approval by the Human Resources/Administration Department.
- 3.5 Approved emergency paid sick leave shall be reported on employee time sheets as "COVID-19 SL."
- 3.6 Per the Families First Coronavirus Response Act, this policy shall take effect April 1, 2020 and expire December 31, 2020.

#### **4.0 REFERENCES**

<https://www.congress.gov/bill/116th-congress/house-bill/6201>

**Sanilac County  
Emergency Paid Sick Leave Act Request Form**

Please complete this form to request leave under the Families First Coronavirus Response Act (FFCRA). Leave will be granted and administered in accordance with the FFCRA and the Sanilac County Emergency Paid Sick Leave Act Policy.

Employee \_\_\_\_\_ Title \_\_\_\_\_ Date of Hire \_\_\_\_\_

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

**REASON FOR LEAVE** (check one):

- Employee is subject to a federal, state or local quarantine/isolation order related to COVID-19.
- Employee has been advised by a health care provider to self-quarantine due to COVID-19 concerns.
- Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- Employee is caring for a child if the school or place of care has been closed.
- Employee is experiencing any other substantially similar conditions specified by the Sec. of Health & Human Services in consultation with the Sec of the Treasury and the Sec of Labor.

Provide description/details as appropriate:

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**TYPE OF LEAVE REQUESTED:** Continuous \_\_\_\_\_ Intermittent \_\_\_\_\_ Reduced Hours \_\_\_\_\_

Explanation of length and type of leave requested:

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Date leave to start: \_\_\_\_\_ Date of anticipated return to work: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee/Representative

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**APPENDIX F**

**SANILAC COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT**

<b>SUBJECT:</b> Personnel	<b>DATE ADOPTED/AMENDED MOTION NUMBER:</b> NFA-009-20	<b>EFFECTIVE:</b> 04/01/2020	<b>POLICY NO.</b>
		<b>Adopted 04/01/2020</b>	

**SANILAC COUNTY FAMILY MEDICAL LEAVE EXPANSION ACT  
PUBLIC HEALTH EMERGENCY LEAVE - ELIGIBILITY POLICY**

**5.0 PURPOSE**

The purpose of this policy is to define expanded family medical leave provided to employees of Sanilac County during the pandemic outbreak of COVID-19, Coronavirus, as required by H.R. 6201, the “Families First Coronavirus Response Act” of 2020, which includes the FMLA Expansion Act and the Emergency Paid Sick Leave Act.

**6.0 SCOPE**

This policy applies to all qualifying Sanilac County regular full-time and part-time employees who have been employed for more than thirty (30) days. As allowed by the FMLA Expansion Act, emergency responders (Dispatch, Emergency Management and Sheriff employees) are exempt from and do not qualify for this leave.

**7.0 POLICY DETAILS**

- 7.1 The FMLA Expansion Act provides an entitlement of up to 12 weeks of job-protected, expanded family leave to eligible, covered employees who have been employed for 30+ days, who are unable to work because they must care for their child/children (under 18 years of age) if the children’s school or place of care is closed or the childcare provider is unavailable due to a public health emergency.
- 3.2 The first ten (10) days of expanded family leave are unpaid; however, an employee may elect to use accrued paid leave instead of unpaid leave.
- 3.3 After the first ten (10) days, Sanilac County will provide pay for each additional day of qualifying expanded family leave at two-thirds (2/3) the employee’s regular rate for the number of hours the employee would otherwise be normally scheduled. This

payment is limited to \$200 per day or \$10,000 in the aggregate. Employees may take up to twelve (12) weeks of qualifying expanded family leave.

- 3.4 Employees who work a part-time or irregular schedule are entitled to be paid based on the average number of hours the employee worked for the six months prior to taking expanded family leave. Employees who have worked for less than six months prior to leave are entitled to the employee's reasonable expectation at hiring of the average number of hours the employee would normally be scheduled to work.
- 3.5 Eligible employees taking leave under the FMLA Expansion Act will be reinstated to their former positions, or to an equivalent position with equivalent benefits and other terms and conditions of employment. However, no employee is entitled under this policy to any right, benefit or position other than that to which the employee would have been entitled had they not taken leave. Thus, for example, if a layoff of some other extenuating circumstance or business condition arises which affects the employee's position, reinstatement may not be possible.
- 3.6 Employees requesting expanded family leave shall complete the FMLA Expansion Leave Request Form, with supporting documentation as soon as possible, following occurrence of potentially qualifying reason for leave. All expanded family leave is subject to approval by the Human Resources/Administration Department.
- 3.7 Approved FMLA Expansion shall be reported on employee time sheets as "COVID-19 FMLA" so that it is paid at the 2/3 rate.
- 3.8 Per the Families First Coronavirus Response Act, this policy shall take effect April 1, 2020 and expire on December 31, 2020.

## **8.0 REFERENCES**

<https://www.congress.gov/bill/116th-congress/house-bill/6201>

**Sanilac 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 and the Sanilac County FMLA Expansion Act Policy.

Employee \_\_\_\_\_ Title \_\_\_\_\_ Date of Hire \_\_\_\_\_

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

**REASON FOR LEAVE:**

\_\_\_\_\_ I hereby truthfully state that I must care for my 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 description/details of closed school/childcare as appropriate:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date leave to start: \_\_\_\_\_ Date of anticipated return to work: \_\_\_\_\_  
(max 12 weeks of leave – first 10 days unpaid or from paid leave bank; 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

**APPENDIX G**  
**OTHER RESOURCES**

Governor Whitmer's Executive Order 2020-42, Executive Order 2020-59 and Executive Order 2020-77:

[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)

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-526894--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html)

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-528460--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-528460--,00.html)

FAQs from Governor Whitmer on Executive Order 2020-42 and Executive Order 2020-59:

[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)

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-527027--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,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>

CDC Guidance on Reopening Businesses:

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

**APPENDIX H**

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

**Certification by Responsible Public Official**

This is to certify that I have reviewed the Sanilac 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, Michigan Executive Order 2020-59 dated April 24, 2020 and Michigan Executive Order #2020-77 dated May 7, 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 Sanilac County’s website [www.sanilacounty.net](http://www.sanilacounty.net) 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.

Municipality/Entity: Sanilac County, Michigan

Signature: 

Name of Official: Tara Griffith

Title: Administrator/Controller

Date: May 19, 2020