Tuscola County

Non-Court Employee COVID-19 Preparedness and Response Plan

Date Implemented: May 21, 2020

__**FINAL**__

Tuscola County
Non-Court Employee 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") related to COVID-19, Tuscola County has prepared the following Non-Court Employee 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.*

Protective Safety Measures

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

Remote Work
Pursuant to each Department's determinations, policies and procedures, employees whose job duties reasonably allow them to telework, may work remotely.

Employee Screening Before Entering the Workplace
A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire shall be completed for all employees, including Elected Officials and Department Heads, before being permitted to enter the workplace. Screening will be completed by the Elected Official or Department Head or their designee and should comply with all required screening requirements that are recommended by the State of Michigan or the Tuscola County Health Department. Temperatures will be taken using the county provided no touch forehead thermometer. Any individual completing the screening questionnaire will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she should be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

Personal Protective Equipment
Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

Tuscola County shall provide and make available to all employees working on-site, the appropriate level of personal protective equipment (PPE) as determined by the Elected Official or Department Head as sufficient. Such PPE could include any of the following items; gloves, goggles, face shields, and face masks such as surgical masks, cloth masks & particulate respirators.

Face coverings should be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace and consider face shields when employees cannot maintain three feet of separation from other individuals in the workplace.

Any employee able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space.

This section will be in effect during the duration of this Covid-19 Public Health Emergency following the guidance set forth by the State of Michigan and the Tuscola County Health Department.

Enhanced Social Distancing
Supervisors may 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 should be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment and/or physical barriers commensurate with their level of risk of exposure to COVID-19.

Enhanced Hygiene
Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with their arm(s)/elbow(s) or 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 not recommended 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 daily. High-touch surfaces such as door handles should be cleaned frequently during the course of the day. Cleaning substances will be verified effective against COVID-19 and are to be EPA-approved disinfectants. Employees will be provided with access to disinfectant products so that any commonly used surfaces can be sanitized before and after each use.

In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the Buildings and Grounds Director and Emergency Manager will be contacted for more in-depth cleaning procedures that follow current CDC guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Tools and Equipment
Tuscola County limits the sharing of tools and equipment among employees; should any sharing of tools and equipment be required; employees must disinfect and clean each tool or piece of equipment before and after each use. For electronic devices, cleaning should follow manufacturer's recommended practices for disinfecting or those recommended by the Chief Information Officer or their designee. Tuscola County will provide employees with disinfectant wipes and other disinfecting products for this purpose.

Pool car usage will be at the discretion of the Elected Official or the Department Head and must be deemed as essential, if approved, notification shall be made to the Buildings and Grounds Director of their use.

Recommending Cleaning Procedures for Computer Equipment
To disinfect your keyboard or mouse, you need an alcohol-based disinfectant that contains at least 60 percent ethanol or 70 percent isopropyl (rubbing) alcohol. You can buy aerosols, pump sprays, or wipes that will do the job, just make sure they contain the necessary amount of ethanol or isopropanol. Because alcohol evaporates quickly, you can lightly spray your peripherals and let them air-dry. It is recommended to apply the alcohol to a cloth, rather than directly on the devices. This is easy to do regularly, and it's essential if you share equipment with others. If you touch a hand rail and then touch your keyboard, you must assume your keyboard now needs to be disinfected.

Mouse:
Turn off the computer.
First, just use a damp, lint-free cloth to clean your mouse the best you can and dislodge any obvious dirt or

grime. Next, use an alcohol spray or wipe to thoroughly disinfect the whole mouse. If you're using a spray, let the alcohol work its magic for a few minutes, and then wipe off any remaining grime with a clean paper towel or cloth. Inspect your mouse for any further signs of dirt. If you didn't get it all the first time, disinfect it again. Harmful microbes cling to dirt. Use a toothpick on any seams, grips, or other areas where grime can build up, and then disinfect those areas again. If your mouse is wired, you can also clean the length of the cord and USB connector with a bit of alcohol.

Make sure any alcohol or liquid has evaporated before you turn the computer back on.

Keyboard:
Turn off the computer.

Disinfect the entire keyboard with your alcohol spray or wipes. Get between the keys and wipe them down with a paper towel or disinfectant wipe. If you have a wrist-rest, remove that, as well, and clean it thoroughly. Clean the sides of the keyboard, and its cable, too.

Make sure you allow the alcohol to evaporate before you turn the computer back on.

If the wired keyboard and/or mouse are too grimy and you feel they need to be replaced, please submit a ticket with the helpdesk and we'll replace it with a stock model keyboard/mouse. Because the number of keyboards and mice are limited, preferred models will not be able to be requested.

Public
Because of the ways that COVID-19 is capable of being transmitted, public interaction should be kept to a minimum. Those entering county facilities should be kept to a minimum. For those members of the public that need to interact with a county office, that interaction should be completed by scheduled appointment only.

All visitors entering the building shall be screened prior to entering the building. Screening questions should be utilized to decide if the visitor can safely enter the building including taking temperatures. 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 visitor handout regarding what to do if you might have COVID-19.

Tuscola 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. Tuscola County will provide a mask for entrance if needed.

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:
  o Fever;
  o Shortness of breath; and/or
  o Continuous cough.

- They have been exposed to a COVID-19 positive person, meaning:
  o An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
  o In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19. (Within six feet for an extended period of time, usually greater than 15 minutes)

Additional information can be obtained by calling the Tuscola County Health Department by calling 888-535-6136 or the Covenant COVID-19 hotline by calling 989-553-3135.

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 Tuscola County and/or the Health Department will do the following:

- 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 qualifies as a Confirmed Case, then Tuscola County and/or the Health Department 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 Elected Official and/or Department Head 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

CORONAVIRUS DISEASE (COVID-19)
COUNTY EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

Employee Daily Entrance Log				
Employee Name	**Date/Time**	**Signs/Symptoms last 3 days**	**Contact with COVID-19 Patient**	**Fever above 100.4**
		Fever/Cough/Shortness of Breath	Close contact over 15 minutes	
		yes/no	**yes/no**	**yes/no**
		yes/no	**yes/no**	**yes/no**
		yes/no	**yes/no**	**yes/no**
		yes/no	**yes/no**	**yes/no**
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		yes/no	**yes/no**	**yes/no**
		yes/no	**yes/no**	**yes/no**

APPENDIX B

COUNTY EMPLOYEE RETURN TO WORK PLAN

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, greater than 15 minutes) 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.

APPENDIX C

CORONAVIRUS DISEASE (COVID-19)
VISITOR HEALTH SCREENING QUESTIONNAIRE

Name:	Date:	Fever?	Atypical Cough?	Shortness of Breath?
Department Visiting:	Time:	Yes / No	Yes / No	Yes / No
Employee Completing:	Close Contact within COVID-19 Positive person? With 6 ft for extended period of time within last two weeks	Yes/ No	Traveled via Airplane internationally or domestic within 2 weeks	Yes / No
Name:	Date:	Fever?	Atypical Cough?	Shortness of Breath?
Department Visiting:	Time:	Yes / No	Yes / No	Yes / No
Employee Completing:	Close Contact within COVID-19 Positive person? With 6 ft for extended period of time within last two weeks	Yes/ No	Traveled via Airplane internationally or domestic within 2 weeks	Yes / No
Name:	Date:	Fever?	Atypical Cough?	Shortness of Breath?
Department Visiting:	Time:	Yes / No	Yes / No	Yes / No
Employee Completing:	Close Contact within COVID-19 Positive person? With 6 ft for extended period of time within last two weeks	Yes/ No	Traveled via Airplane internationally or domestic within 2 weeks	Yes / No
Name:	Date:	Fever?	Atypical Cough?	Shortness of Breath?
Department Visiting:	Time:	Yes / No	Yes / No	Yes / No
Employee Completing:	Close Contact within COVID-19 Positive person? With 6 ft for extended period of time within last two weeks	Yes/ No	Traveled via Airplane internationally or domestic within 2 weeks	Yes / No
Name:	Date:	Fever?	Atypical Cough?	Shortness of Breath?
Department Visiting:	Time:	Yes / No	Yes / No	Yes / No
Employee Completing:	Close Contact within COVID-19 Positive person? With 6 ft for extended period of time within last two weeks	Yes/ No	Traveled via Airplane internationally or domestic within 2 weeks	Yes / No

Note: If visitor answers yes to any of the questions, visitor is not allowed access to the building.

SIGNS FOR BUILDINGS

Tuscola 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.

STOP

Only Enter This Building If You:

- **Are a healthy visitor**
- **Have an appointment**
- **Are an employee**

All Others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

APPENDIX E

OTHER RESOURCES

Governor Whitmer's Executive Orders:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90775---,00.html

Michigan Covid-19 Information:

https://www.michigan.gov/coronavirus

Tuscola County Health Department:

https://www.tchd.us/

Covenant Health Care COVID-19 Page:

 https://www.covenanthealthcare.com/ch/coronavirus-update-and-faqs

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

Donning and Doffing of procedural and surgical masks training video:

https://www.youtube.com/watch?v=z-5RYKLYvaw

Proper hand-washing technique video:

https://www.youtube.com/watch?v=IisgnbMfKvI

Protocol for Individual Departments

Central Dispatch
Dispatch is not open to the public; no public visitor policy is needed.
First Responders or other county employees is limited to official paperwork drop off only, and access is limited to the length of time needed to hand off paperwork.

Equalization
Public visitors for Equalization/GIS: employee will meet with pubic at the front door and complete screening process. Public will then be escorted to the Committee Room and conduct needed business in this area as opposed to the small Equalization office.

Public visitors will not be taken to the office until restrictions of this public health emergency are lifted.

Needed PPE: masks and gloves