



## **Allegan County Healthy Workplace Plan**

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## HEALTHY WORKPLACE PLAN

There are general responsibilities for an employer to ensure the health and safety of its employees, including but not limited to, MCL 408.1009 (MIOSHA), the Americans with Disabilities Act (ADA) and the Michigan Public Health Code. This Healthy Workplace Plan (Plan) is designed to assist Allegan County in meeting those responsibilities and also to “promote safety and wellness” as part of the County’s strategic priorities. This Plan provides guidance and balance to work/life integration and will promote protocols that support individual choice, respects the health and needs of others at all times, and meets regulatory compliance.

This Plan may be updated by the Executive Director of Human Resources, upon the final approval of the County Administrator, as organizational plans, programs, etc. may change (which may require Board approval) or as state or local orders, or federal guidance, related to infectious diseases are issued or amended.

This Plan is intended to cover aspects that are generally applicable to the overall County organization. In consideration of the different work environments and nature of the offices that operate within Allegan County facilities the Healthy Workplace Coordination Team - Appendix B will work with each office to understand specific needs and develop customized plans.

**Please contact Facilities Management by submitting a Track-It work order or by calling (269) 673-0474 to assist in the development of specific plans that may be needed for your service area to continue operations.**

## PROTECTIVE SAFETY MEASURES

### *Employee Self-screening Before Entering the Workplace*

When an employee is not feeling well or demonstrates symptoms of illness, it is important to consider a few things:

1. Germs spread easily from person to person, an employee may be inadvertently spreading infection to co-workers and customers.
2. An employee is likely not going to be very productive at the workplace.
3. When interacting with the public and co-workers, the County may not be represented well.

Due to the reasons above, employees demonstrating symptoms of illness are asked not to visit the workplace until there is assurance that the illness will not impede performance or pose a health threat to others. As such, employees are asked to self-screen prior to entering the work place. Here are some general guidelines that may help you decide what to do when you have respiratory or gastrointestinal symptoms:

**Fever: You should stay home** until at least 24 hours after a fever\* (temperature of 100 degrees Fahrenheit or higher) is gone. Temperature should be measured without the use of fever-reducing medicines.

In general, you tend to feel the worst and are likely most contagious at the beginning of an illness when you are running a fever. Fever is usually a strong reason to stay home and rest.

**Cough and Congestion:** Again, respiratory illnesses tend to be most contagious early on, becoming less so over time. Coughing and sneezing can spread germs over feet, not inches and secretions can end up on surfaces that others may touch.

If you are not running a fever and feel well enough to work onsite, please make sure to cover your nose and mouth when coughing or sneezing and wash your hands frequently. Dispose of soiled tissues right away rather than setting them aside or tucking them in sleeves or pockets.

**Vomiting and Diarrhea:** Gastrointestinal illnesses may be easily spread, particularly in crowded and residential settings. Outbreaks occur more frequently in schools, daycares and nursing homes, for example. For practical reasons, most people stay home when they are vomiting but since diarrhea often lasts longer, it is tempting to hurry back to work before symptoms have completely resolved.

Be aware that thorough handwashing after bathroom use is essential to prevent spread at home or at work and that it is critically important to refrain from working onsite if your job involves food preparation or service, or if you work with vulnerable populations or in settings such as hospitals, nursing homes and daycares.

When self-screening, please consider that an existing condition that may explain the presence of a symptom regularly experienced may not be considered an illness:

1. Example 1: Diarrhea in connection with Crohn's disease, irritable bowels, lactose intolerance, etc.
2. Example 2: Chronic cough due to a certain blood pressure medication.
3. Example 3: Runny nose or congestion due to chronic allergies.

If an employee, upon self-screening determines they may be ill:

1. The employee is to stay home and immediately contact their supervisor.
2. The employee should contact a health provider via telemedicine (If covered by a County insurance plan - call the provider for telemedicine access) for additional guidance.
3. The employee shall keep their supervisor updated on their status.
4. Immediately upon recognizing an employee's illness may be severe, indicative of a potential health risk to others, or exceeding three business days of absence, the supervisor shall contact Human Resources for further instruction and guidance on isolating the employee from the workplace, to consider the appropriate leave type options if necessary and to discuss return to work plans.
5. If the employee is suspected of having an infectious disease or has been in contact with an individual with an infectious disease, the supervisor and employee shall reference the EMPLOYEES WITH SUSPECTED INFECTIOUS DISEASE section of this plan.
6. In the event an employee has not sought guidance from a health provider within three business days since the onset of symptoms, the County may require the employee to be evaluated by a health provider of its selection.
7. In all cases, the employee may not return to work until the conditions of "Return to Work" are met.

### ***Becoming Sick at Work***

All employees shall promptly report any signs and symptoms of infectious disease to their supervisor before or during the work shift.

Allegan County will physically isolate any employees with any suspected infectious disease, from the remainder of the workforce, using measures such as, but not limited to:

1. Not allowing any employee with an infectious disease to report to or remain at their work location;
2. Assigning any employees with an infectious disease to work alone at a remote location (for example, their home or isolated office), as their health allows.

If such a situation arises, Allegan County will identify a designated area with closable doors to serve as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

### ***Employee Return to Work Plan***

Employees who demonstrate symptoms of an infectious disease, have been directed by a healthcare provider not to report to work, or have been mandated by a local health department to isolate or quarantine, shall not be permitted to return to the workplace until:

1. A negative diagnostic test result, physician's clearance, or other documentation has been received by the County and has been determined to be satisfactory. OR
2. The supervisor has worked in conjunction with Human Resources to develop a plan to the satisfaction of the County, that ensures the employee does not pose a health risk to others (this may include worksite isolation). OR
3. In cases where the employee has been placed on mandated isolation or quarantine, the employer has received written authorization from the local health department certifying the employee is able to return to work.

### ***Personal Protective Equipment (PPE)***

Allegan County will provide and make available to all workers performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, face masks and physical barriers (such as clear plastic sneeze guards) as appropriate to the exposure risk associated with the job and in accordance with applicable law and regulation. Allegan County will follow current CDC and MIOSHA guidance for PPE.

Workers in establishments that provide medical treatment or housing to suspected, probable or confirmed cases of infectious disease who have frequent or prolonged close contact with such cases will be provided with and wear, at a minimum, an N95 respirator, goggles or face shield, and a gown.

When PPE is required, Allegan County will ensure that the PPE is properly fitted and worn, used consistently, regularly inspected, maintained, and replaced, as necessary, and properly removed, cleaned and stored or disposed of to avoid contamination of self, others, or the work environment.

**Organizational PPE and cleaning supplies may be obtained through Facilities Management by submitting a Track-It work order or by calling (269) 673-0474.**

### **Face Masks**

Employees may still be subject to spread of COVID-19 or other infectious disease. Employees comfortable wearing a facemask are encouraged to so do. To the extent practicable, the County will provide a face mask for employees and visitors upon request. The use of face masks is discretionary unless otherwise required on the basis of position requirements, regulation, guidance issued by an authoritative or credible agency (e.g. CDC, MDHHS, MIOSHA or Local Public Health). The County may require the use of face masks in order to maintain a safe working environment in the presence of a health related threat (e.g. community or organizational spread of infectious disease, high community rates of hospitalization, serious illness or death). In the absence of any requirements wear a face mask, the County encourages all employees to respect the thoughts and needs of others when choosing to wear or not wear a face mask and to refrain from any negative comments or actions towards the decisions of others in their choice.

### ***Use and Care of Face Masks***

Employees who utilize face masks should wash their facemask(s) once a day by hand or machine using detergent. The face covering should be fully dry before using. Employees should have a couple of face coverings so they can rotate for washing.

### *How to Wear a Face Covering*



Face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

### ***Social Distancing***

The organization's focus is to prioritize everyone's health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public.

To the extent practicable, the County will provide for work areas (including meal/break areas, fitness centers and activities, and meeting rooms) to allow for 6 feet of distancing between individuals. Individuals should not move furnishings in a way that reduces the intended spacing within an area. County may post signage containing maximum capacities based on code and or distancing measures. Posted capacities will be adhered to. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Employees should remain in their assigned work areas as much as possible. Ground markings, signs, or physical barriers may also be used, if needed.

**Meetings** – Meetings/gatherings should be held virtually whenever feasible. When in-person meetings are necessary, avoid close contact by keeping separation of at least six feet where possible and wear the appropriate face covering and follow all applicable rules/laws. Ensure that there is proper ventilation in the meeting room.

**Travel/Events** – In cases where an employee may need to travel or attend an event for business or personal reasons and the employee may have increased exposure to infectious disease, the employee shall notify their supervisor and the supervisor in conjunction with the Executive Director Human Resources shall develop an after travel return to work plan if necessary, commensurate with the nature of the travel.

Generally, travel or an event of concern is any activity considered outside an employee's normal routine that may increase risk infectious disease exposure especially in cases where an employee may be in an environment where infectious disease mitigation guidelines may not be followed.

If an employee has further questions around what is meant by travel or event, please submit those to your supervisor or directly to Human Resources. The County would rather have the opportunity to work with an employee and develop an appropriate plan. The County is required to maintain a safe work environment for all employees. Considering the nature of infectious disease, the County's ability to maintain a safe environment relies heavily upon the honesty and forthcoming nature of employees to be proactive.

**Alternative Work Options** – In an effort to maintain enhanced distancing supervisors should consider scheduling changes to leverage telecommuting (remote work), staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting number of non-employees who are able to enter facilities or areas within facilities.

**Remote Work Policy** - To the extent it may assist the County in meeting workplace controls, and maintaining employee health and safety, remote work remains recommended. Specifically, remote work, when feasible, should be considered when employees are considered symptomatic or are required to quarantine or isolate due to an infectious disease. While remote work is a helpful infectious disease mitigation tool, remote work is permitted any time it may be considered advantageous at the discretion of the supervisor. Employees working remotely are subject to the County's Telework Policy.

### ***Enhanced Hygiene***

Employees are instructed to wash their hands frequently and thoroughly, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees, customers, and visitors will be provided with access to places to frequently wash hands or to access hand sanitizer, including upon entry at their worksite. If soap and running water are not immediately available, antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol will be provided. Employees are also encouraged to use hand sanitizer on public transportation. 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.

The following OSHA protocols shall be followed and building signage may be posted;

- Stay home if you are sick. (Such absences may qualify for leave under the FMLA).
- Wash hands frequently with soap and water, for at least 20 seconds, or use sanitizer if soap and water are not available.
- Avoid touching nose, mouth and eyes.
- Cover coughs and sneezes with tissues (or in elbow rather than hand if a tissue is not available).
- Wash hands or use hand sanitizer after sneeze or cough.
- Avoid close contact with coworkers and customers (maintain separation of at least six feet).
- Avoid shaking hands and always wash hands after contact with others.
- Avoid using other employees' phones, desks, offices or other work tools and equipment. Clean all equipment frequently.
- Use email and phones to communicate as much as possible.
- When meetings are necessary, avoid close contact by keeping separation of at least six feet where possible. Ensure that there is proper ventilation in the meeting room.



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

To assist in limiting the spread of viruses and germs, the County disinfects door handles and hardware, plumbing fixtures, hardware, knobs etc. with hospital grade disinfectant as part of its daily standard operating procedures. In addition to the existing hand sanitizing stations in services areas, mobile hand sanitizing stations are placed in public areas near building entrances. Increased signage is used throughout buildings to provide guidance when necessary. Disinfecting wipes and other cleaning products are provided to departments throughout all facilities. A stock of supplies is maintained to support daily operations and for emergency circumstances.

When choosing cleaning chemicals, Allegan County will consult information from the EPA regarding approved disinfectant labels with claims against harder to kill viral pathogens. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

Enhanced cleaning and disinfection shall be performed when a person is suspected to have an infectious disease.

Employees are encouraged to continue to use existing standard procedures for work or cleaning requests by using the [Track-IT](#) work order system or if unable to do so, call (269) 673-0474. Track-IT remains the best and most efficient method of communicating any needs of staff and buildings.

### ***Tools and Equipment***

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. Allegan County will provide employees with disinfectant wipes and other disinfecting products for this purpose.

### ***Reporting Unsafe Working Conditions***

Allegan County is concerned for your safety and the safety of all visitors and clients. If you believe that an unsafe or unhealthful working condition exists in the workplace you have the right, and are encouraged, to make a report (verbal or written) of the condition.

1. Promptly report the unsafe or unhealthful working conditions to your supervisor or directly to Human Resources at [HR@allegancounty.org](mailto:HR@allegancounty.org) or (269) 673-0205.
2. Correction of the conditions are essential to protect the health and safety of employees.
3. Supervisors are responsible for correcting health and safety hazards in your workplace and providing specific instructions on proper safety procedures and practices.
4. If the unsafe condition cannot be corrected by your supervisor, the supervisor will submit a Track-IT work order to Facilities Management or to Human Resources if the issue involves personnel policy.
5. If you believe that there is immediate danger to life or health make a report, as quickly as possible, by calling Facilities Management at (269) 673-0474.
6. A summary of findings will be available within 15 days after reporting the unsafe condition.
7. If you have questions, please contact Human Resources at (269) 673-0205.

Anyone who reports an unsafe or unhealthful workplace condition or hazard will not be subject to retaliation, discrimination, or reprisal.

## **COURT OPERATIONS**

Notwithstanding all other provisions in this plan, the following shall apply to Court operations:

1. The Courts follow the recommendations of the Allegan County Health Department (ACHD).

2. The Courts, individually and collectively, may modify its practices to provide for safe operations within the Court environments(s) based on updates and guidance from the ACHD and other sources.
3. Face masks are not required in any courtroom or hearing room unless social distancing cannot be maintained.
4. Screening, including the use of thermal scanning for temperature, of anyone symptomatic of COVID-19, or other illness, should (will) occur upon entering the Courthouse/County Building.
5. Remote participation in court proceedings will continue to be practiced as deemed appropriate by the Court.

## **VISITORS AND CONTRACTORS**

The organization's focus is to prioritize everyone's health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public. Visitors and contractors entering into county facilities may be limited by assisting individuals over the phone, guiding them to online resources, postponing non-essential visits, etc. When in person services occur, individuals shall maintain the recommended social distancing protocols which may be in place at that time (and made know through adequate signage).

Courthouse visitors may be subject to screening prior to entering the building. This may include a temperature reading. If a visitor presents with symptoms of an infectious disease, they may not be permitted to enter the building and may be provided with instructional handouts.

For all other buildings where security is not performing screening, all visitors prior to entering a building are asked to self-monitor. Visitors presenting symptoms of an infectious disease are asked not to enter the building and contact the department they came to visit electronically via telephone.

To the extent practicable, the County will provide a face mask for visitors upon request. The use of face masks is discretionary unless otherwise required on the basis of position requirements, regulation, guidance issued by an authoritative or credible agency (e.g. CDC, MDHHS, MIOSHA or Local Public Health). The County (or the Courts relative to court areas) may require the use of face masks in order to maintain a safe environment in the presence of a health related threat (e.g. pandemic or organizational spread of infectious disease). In the absence of any requirements, the County encourages all visitors to respect the thoughts and needs of others when choosing to wear or not wear a face mask and to refrain from any negative comments or actions towards the decisions of others in their choice.

Contractors are expected to follow all precautions applicable to employees working within the same environment. The supervisor of the county department (hosting the contractor's visit) shall review all precautions with the contractor and shall ensure the contractor has access to this plan prior to the contractor entering the workplace/County facilities each day. The supervisor shall plan ahead for contractor visits and communicate with other county departments as necessary to ensure a successful visit. Such planning may include but is not limited to avoiding interactions/exposure to employees and visitors, minimizing time needed on-site, discussing recent travel that may increase risk of spread and considering alternatives to on-site work.

If Allegan County learns of a visitor or customer with a confirmed case of infectious disease, the County shall: (a) immediately notify the local public health department, and (b) within 24 hours of learning of the confirmed case, notify any employees or contractors who may have come into contact with the person with a confirmed case of infectious disease.

The Healthy Workplace Coordinator or designee(s) will communicate on a regular basis with each building to determine the level of public access needed to maintain services and the health and safety of the staff and public during an infectious disease incident.

Courts and elected offices may choose to alter service processes, further limit need for public appearance, go to appointment only, etc. as appropriate for their office in the event of an infectious disease presence.

As restrictions may loosen proportionate to the level infectious disease spread within the community, the Healthy Workplace Coordinator or designee(s) will engage each department and building to develop a phased approach to increasing access to the buildings in a manner that maintains social distancing and precautions.

## **SICK LEAVE**

Any onsite employee who appears to have symptoms of an infectious disease may be separated from other employees and sent home.

If an employee must take leave due to an infectious disease, please reference the Employee Handbook found on the County website [www.allegancounty.org](http://www.allegancounty.org) under Human Resources and Employee Handbook or the applicable Collective Bargaining Agreement found on the County website under Human Resources and Labor Contracts.

Please contact Human Resources at (269) 673-0205 ext. 2649 or [HR@allegancounty.org](mailto:HR@allegancounty.org) for questions or assistance, as needed.

## **EMPLOYEES WITH SUSPECTED OR CONFIRMED CASES OF INFECTIOUS DISEASE**

Allegan County will notify the local health department of suspected infectious disease cases (based on residency) to ensure the local health department is aware.

An infectious disease may be considered a specific condition or diagnosis. Due to confidentiality and privacy requirements the County cannot disclose such information identifying a specific employee. Allegan County must protect the confidentiality of the employee. Legally, the County cannot identify the employee by name. Allegan County cannot disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for an infectious disease except to the local health department (MCL 333.5111(1)b; HIPAA §164.512(b); R 325.173).

The County is committed to ensuring a safe working environment and to notifying employees if the County learns they have been in contact with an infectious disease in the work environment. In any case when an employee is identified as an infectious disease case, the employee is interviewed and the information is progressed to the local health department. The County will cooperate with, and follow the recommendations or orders of, the local health department.

### ***Suspected Cases***

If an employee believes they qualify as an infectious disease case or has been told by the local health department that they are an infectious disease case, they must:

- Immediately notify their supervisor and Human Resources; and
- Remain out of the workplace until they are cleared to return to work.

Then Allegan County will:

- Notify the local health department;
- Ensure the employee's work area is thoroughly cleaned and disinfected in accordance with CDC guidance;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and communicate with employees about the presence of an infectious disease case, the cleaning/disinfecting plans, and when the workplace will reopen; and
- Work with the employee, and the local health department, to determine next steps.

If Allegan County is notified of an infectious disease case, the County will cooperate with, and follow all recommendations and orders provided by the local health department including, but not limited to:

- Ensuring affected parties do not report to the workplace until authorized;
- Conducting the necessary cleaning and disinfecting protocols; and
- Communicating with the necessary employees about the presence of and infectious disease, the cleaning/disinfecting plans, and when the workplace will reopen (if applicable).

### **ADDITIONAL WORKPLACE PROTECTIONS**

#### ***Engineering Controls***

Allegan County will implement as appropriate engineering controls which may include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.
- Installing drop-box locations where applicable to limit customers needing to enter the building and/or if it becomes necessary, consider drive-up services.

#### ***Administrative Controls***

Allegan County will review and implement any other necessary administrative controls as appropriate. Specifically, Allegan County will make changes in work policy or procedures to reduce or minimize exposure to a hazard.

#### ***Working with Insurance Companies and State and Local Health Agencies***

Allegan County will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of an infectious disease outbreak.

#### ***Training***

Allegan County will coordinate and provide training to employees related to communicable disease. At minimum, training will be provided including the following:

- Workplace infection-control practices, including information on vaccinations available for communicable diseases.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms being experienced or confirmed diagnosis of a communicable disease.
- How to report unsafe working conditions.

- Updated training if it changes its preparedness and response plan, or new information becomes available about the transmission of known communicable diseases or workplace infection-control practices.
- Routes by which a virus may be transmitted from person to person.
- Distance that a virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of a communicable disease.
- Measures that the facility is taking to prevent worker exposure to the viruses.
- Rules that the worker must follow in order to prevent exposure to and spread of a virus.

***Record Keeping***

Allegan County shall maintain the required recordkeeping under applicable law.

***Workplace Coordinator and Worksite Supervisors***

Allegan County will designate one or more worksite supervisors to implement, monitor, and report on the infectious disease control strategies developed under this Plan. The supervisor(s) will be on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role(s). See Appendix C for worksite supervisors plan.

**EMPLOYEE CLASSIFICATIONS**

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Allegan County has evaluated employee risk levels and has determined that we have employees in the following risk categories: high, medium and low as follows:

WC Code		Factor per dollar of wages	
8810	Clerical	0.0011	LOW
8820	Attorney	0.0011	LOW
8868	Schools-Professional	0.0034	LOW
9058	Hotel Restaurant	0.0099	MED
8831	Hospital-Vet	0.0104	MED
9410	Municipal EE	0.0109	MED
8833	Hospital-Professional EE	0.0111	MED
7720	Police & Drivers	0.0159	HIGH
8835	Public Health Nurses	0.0206	HIGH
8829	Convalescent Home	0.0212	HIGH
8395	Auto Repair Facility	0.0229	MED
9015	Buildings	0.0288	HIGH

We will implement appropriate protections based on each job classification’s risk level.

**BUSINESS CONTINUITY PLANS**

Each county department has an existing Continuity of Operations Plan (COOP) in place as part of the County’s overall emergency preparedness strategy. These COOP plans shall be referenced and updated as necessary to ensure consideration of infectious disease.

The Infectious Disease Workplace Coordinator and/or designee(s) 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.

### **PLAN COMPLIANCE**

Employees in violation of this Plan may be subject to discipline up to and including termination.

**APPENDIX A**  
Sample Screening Questions

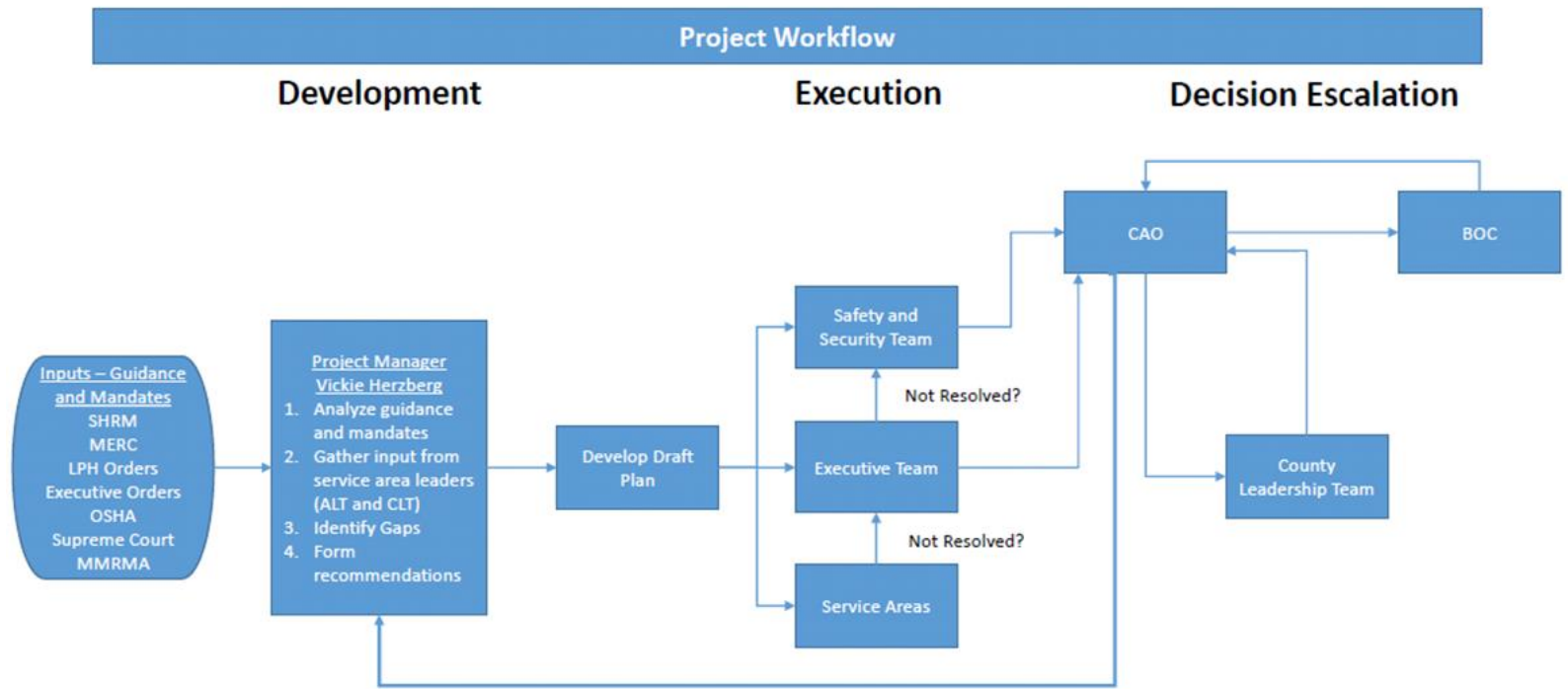
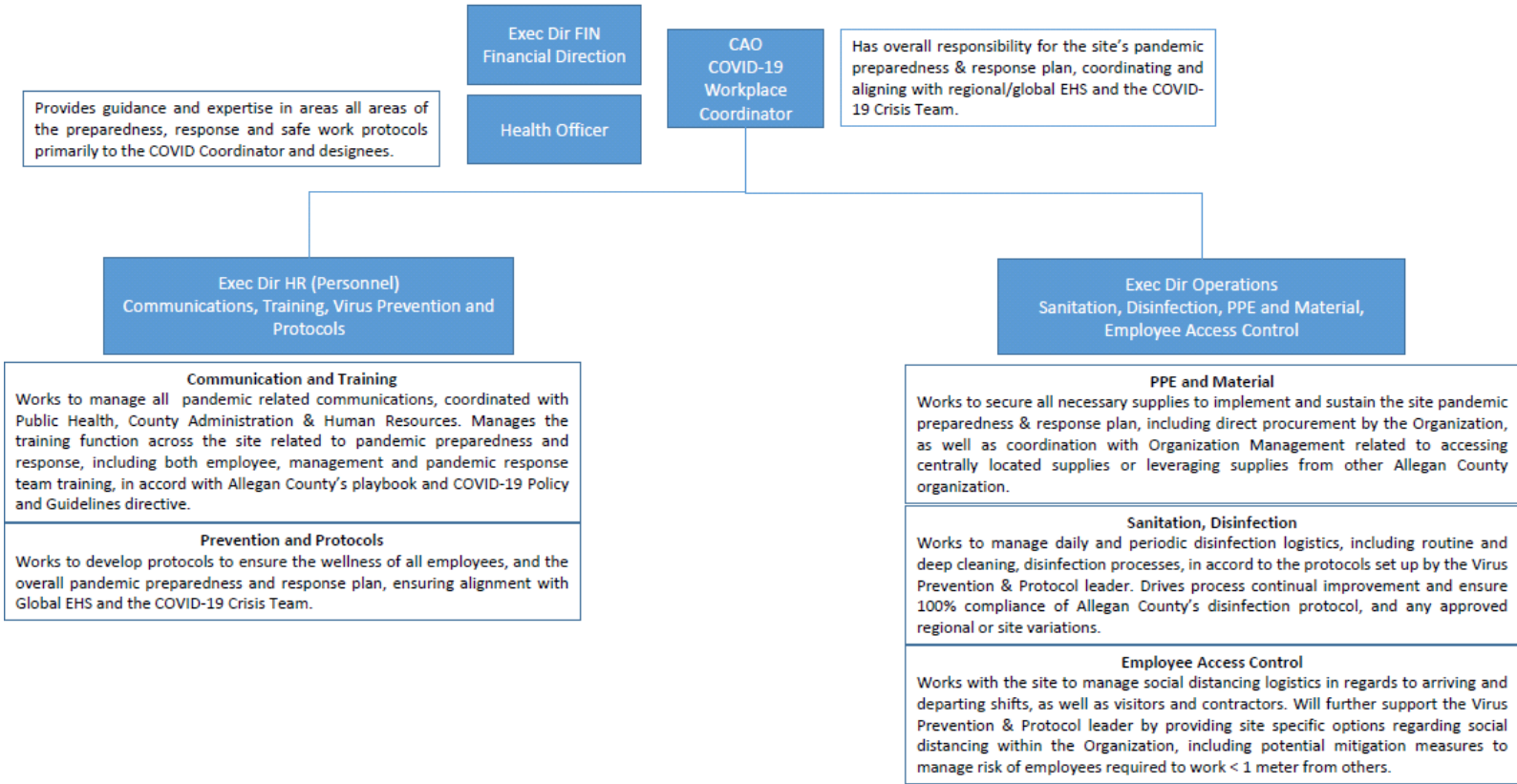


- Do you have a fever or feel feverish?
- Do you have any chills?
- Do you have a headache?
- Do you have a sore throat?
- Do you have a runny nose or congestion?
- Do you have a new or worsening cough?
- Do you have shortness of breath?
- Do you have a loss of smell or taste?
- Do you have muscle aches?
- Are you fatigued or tired?
- Are you nauseous or vomiting?
- Do you have diarrhea?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

**If the answer is YES to any of the questions, do not enter the building. Call your medical provider for guidance or the Allegheny County Health Department COVID-19 Hotline at 269-686-4546.**

## APPENDIX B

### HEALTHY WORKPLACE COORDINATION TEAM





## APPENDIX C

### WORKSITE SUPERVISOR ASSIGNMENTS

Allegan County operates several facilities with various agencies working in different capacities, some operating 24/7. While Allegan County may have additional resources on-site (through its leadership structure and central services personnel) at any point in time for the purpose of auditing safety protocols, each department/agency must assign individual(s) to ensure all safety protocols are being followed during hours of operation.

Whether directly on-site or not the Allegan County Facilities Management Director and alternatively Facilities Management Assistant Director shall act as the central worksite supervisor. Issues not able to be resolved at the departmental level shall be escalated to either the Director or Deputy Director by reporting the issue through the Facilities Management Emergency line at (269) 673-0474.

For the purpose of Executive Order 114 “worksite supervisor” responsibilities will be distributed to on-site staff and supervisors in the following manner:

#### **Employees Responsibilities for Safety**

Each employee is expected, as a condition of employment for which they are paid, to work in a manner which will not cause injury to themselves or to those with whom they works. It is important to the concept of safety that each employee understand that responsibility for their own safety is part of their job requirement, to that end:

- Each employee shall comply with all safety standards, rules, regulations, and orders issued by Allegan County and are responsible for his/her own actions and conduct.
- Employees shall use safety equipment, personal protective equipment, and other devices and procedures provided or directed by Allegan County necessary for their protection.
- Employees are expected to report unsafe and unhealthful working actions and conditions to appropriate supervisors or officials.

#### **Supervisor Responsibilities for Safety**

Supervisors must ensure a safe and healthful workplace for employees. Employees must be able to report unsafe or unhealthful workplace conditions or hazards to a supervisor without fear of reprisal. The following is a list of primary responsibilities that supervisors have in the area of occupational safety and health for all employees under their supervision:

- **Conduct Orientation and Training of Employees**  
Train and instruct employees so they can perform their work safely. Know what personal protective equipment is needed for each task and how this equipment must be properly used, stored and maintained. When there are mandated safety training courses, ensure that your employees take them and that they are appropriately documented.
- **Enforce Safe Work Practices**  
It is the supervisor’s responsibility to enforce safe work practices and procedures; failure to do so is an invitation for accidents to occur.
- **Correct Unsafe Conditions**

Supervisors must take immediate steps to correct unsafe or unhealthful workplace conditions or hazards within their authority and ability to do so. When an unsafe or unhealthful workplace condition or hazard cannot be immediately corrected, the supervisor must take temporary precautionary measures. Supervisors must follow-up to ensure that corrective measures are completed in a timely manner to address the hazard. Depending on the issue this could be Executive Director of Human Resources, Executive Director of Operation or Executive Director of Services.

### **Facility Operations Team Site Safety Responsibilities**

When it comes to workplace safety compliance, regular review and monitoring are important. Monitoring can provide the information needed for the Organizational Safety and Security Team to assess progress and decide what, if any, additional measures are needed to carry forward the transformation towards a positive culture of safety compliance. It is also appropriate to build in periodic reviews and evaluations of how well the changes being implemented are contributing towards achievement of the desired outcomes. This includes receiving feedback from leaders, workers and other interested partners. By obtaining this 360-degree perspective of the current state of health and safety compliance, it is easier to see what needs to be put into place any further action, if needed. The Team shall:

- Respond to site safety and security issues if feasible and warranted ; encourage adherence to safety policies and procedures
- Handle emergencies appropriately according to established procedures; prepare and file safety reports

Monitor and report day-to-day non-adherence to safety and security policies and procedures of the organization

### **Workplace Coordination Team Responsibilities**

- **County Administrator (Workplace Coordinator) Responsibilities**
  - Has overall responsibility for the site's pandemic preparedness & response plan, coordinating the Healthy Workplace Coordination Team.
- **Executive Director of Human Resources Responsibilities for Safety and Security**
  - **Communication and Training**  
Works to manage all pandemic related communications, coordinated with Public Health, County Administration & Human Resources. Manages the training function across the site related to pandemic preparedness and response, including both employee, management and pandemic response team training, in accord with Allegan County's Healthy Workplace Plan.
  - **Prevention and Protocols**  
Works to develop protocols to ensure the wellness of all employees, and the overall pandemic preparedness and response plan, ensuring alignment with Allegan County Public Health and Environmental Health Services and the Healthy Workplace Team.

- **Executive Director of Operations Responsibilities for Safety and Security**
  - **PPE and Material**

Works to secure all necessary supplies to implement and sustain the site pandemic preparedness & response plan, including direct procurement by the Organization, as well as coordination with Organization Management related to accessing centrally located supplies or leveraging supplies from other Allegan County organizations.
  - **Sanitation and Disinfection**

Works to manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes. Drives process continual improvement and ensure 100% compliance of Allegan County's disinfection protocol, and any approved regional or site variations.
  - **Employee Access Control**

Works with the site to manage social distancing logistics in regards to employees arriving and departing shifts, as well as visitors and contractors. Will provide site specific options regarding social distancing within the organization, including potential mitigation measures to manage risk of employees required to work 6 feet from others.