



**Allegan County
COVID-19 Preparedness, Response and Safe Workplace
Plan**

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COVID-19 Preparedness, Response and Safe Workplace Plan

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COVID-19 PREPAREDNESS AND RESPONSE PLAN

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, Allegan County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated by the County Administrator (COVID-19 Workplace Coordinator) as this situation evolves or as state or local orders, or federal guidance, related to COVID-19 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 COVID Workplace Coordination Team - Appendix G will work with each office to understand specific needs and customized plan development. It is important that each area focus on “root issues” in identifying whether to bring staff on-site or introduce increased visitors on-site. A root issue approach would look at the actual service gap that may exist as opposed to focusing on physical presence and considering alternatives to resolve that gap.

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

PROTECTIVE SAFETY MEASURES

Remote Work

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

- Staff remains available for work.
- Staff reports for work at their normal designated times from their home location, unless otherwise directed.
- Employees assist in supporting the work of other service areas if their own workload becomes limited.
- If all workloads or assignments become limited, employees are expected to participate in online education and development.
 - There are many skill building opportunities available.
Examples may include:
 - EAP – Stress and Mental Health Courses
 - Think HR – Customer Service Skills, Workplace Safety, Workplace Management and Employment Law, Office Safety
 - Microsoft – Office 365 Training
 - For the most up to date information, the County will post onto the Intranet; link below: <http://connect/hr/SitePages/Training.aspx>; also found under the Quick Link entitled, *Training*.
- All employees are to stay in contact with their supervisor and if time availability exists, they are to offer assistance to their department and the County in general through a number of review and planning tasks that normal business times do not always allow for.
Examples include:
 - Developing or reviewing standard operating procedures for all tasks performed on a daily basis, and reviewing policies;
 - Developing multi-year budget plans including updating goals and objectives;
 - Reviewing and updating departmental Continuity of Operations Plans;

- Developing or updating strategic plans;
- Researching ideas to create efficiency in our processes or improve delivery of service;
- Reviewing email accounts for emails that can be deleted or need to be filed elsewhere, organizing and maintaining electronically stored files in employee, departmental and other shared storage locations, and many more tasks that often get cast aside in our daily work.

Employees in need of assistance, such as training or templates, to conduct any of these tasks may contact Human Resources.

- If supervisors and employees in good faith meet the above criteria, employees shall receive pay for their normal work schedule. Employees are to fill out a timecard as normal.
- If employees do not wish to be available for work, they are to follow the normal process for requesting and recording leave, unpaid time could apply if due to special circumstances.

Employee Screening Before Entering the Workplace

To protect health and safety in the workplace the following mandatory employee monitoring process is in effect:

1. Each day an employee is required to report in-person for work (e.g. to a County building/property, field inspection, response to a call-in, response to a call for service, or any other means of being physically present at a worksite), the employee shall complete the COVID-19 Workplace Health Screening Form (Appendix A) at home, before reporting into work. To the furthest extent possible, employees shall utilize the electronic form through the link at the top of Appendix A or by visiting www.allegancounty.org/safeworkplan and accessing the Workplace Health Screening Form – Online.
2. Employees that are scheduled to work remotely, at home or from another approved designated location, shall submit a screening form on any scheduled workday if they experience a temperature of 100.4 or greater or could answer yes to any question on the screening form.
3. A department head may require daily scheduled-workday submission of the screening form for remote workers (even if symptoms are not present) if it is necessary due to the nature of work and operations of the department and is required of all departmental employees that are working remotely.
4. The screening questions are to be answered in consideration to new or worsening symptoms. In any case where an employee is experiencing a new symptom or existing symptom that my normally be expected and has suddenly become worse, the employee shall answer “yes” to such symptom.
5. In the event the employee has an existing condition that may explain the presence of a symptom regularly experienced, the employee may answer “no”.
 - a. Example 1: Diarrhea in connection with Crohn’s disease, irritable bowels, lactose intolerance, etc.
 - b. Example 2: Chronic cough due to a certain blood pressure medication.
 - c. Example 3: Runny nose or congestion due to chronic allergies.
6. If an employee answers “yes” to any of the symptoms or has a temperature greater than 100.4 degrees Fahrenheit:
 - a. The employee is to stay home and immediately contact their supervisor.
 - b. The employee should contact a health provider via telemedicine (If covered by Priority Health – call 844-322-7374 for telemedicine access) for additional guidance.
 - c. The employee shall keep their supervisor updated on their status.
 - d. Immediately upon receiving initial notification from the employee that they answered “yes” for a symptom or had temperature of 100.4 or greater the supervisor shall contact Human Resources for further instruction and guidance on the appropriate leave type options.

- e. If the employee is identified as Probable or Confirmed for COVID-19 or as a Close Contact, the supervisor and employee shall reference the EMPLOYEES WITH PROBABLE OR CONFIRMED COVID-19 CASES OR CLOSE CONTACTS section of this plan.
 - f. In the event an employee has not sought guidance from a health provider within 72 hours of answering “yes” to a symptom or having a temperature, the County may require the employee to get an evaluation from a health provider of its selection.
 - g. In all cases, the employee may not return to work until the conditions of Appendix B “Return to Work” are met.
7. If employee answers “no” to all questions, the employee is to email the completed form (or provide a paper copy) to their supervisor once they report to work.
 8. Temperatures are required to be taken. Employees are strongly encouraged to take their temperature at home if they have access to a medical thermometer. If the employee does not have a medical thermometer, they shall submit their screening form with regard to all other symptoms. Once they arrive at the office, they shall utilize the departmental thermometer (disinfecting it before and after use). If the temperature is 100.4 or greater the employee shall notify the supervisor immediately and return home.
 9. Employees are reminded to follow all hygiene and social distancing precautions outlined within this plan.

Self-Monitoring for Symptoms

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See CDC, Watch for Symptoms list.

Becoming Sick at Work

Allegan County will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

1. Not allowing known or suspected cases to report to or remain at their work location.
2. Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
3. Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Any onsite employee who appears to have a respiratory illness may be separated from other employees and/or other individuals and sent home. 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.

Personal Protective Equipment (PPE)

Allegan County shall 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 for the activity being performed by the worker. 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. Employees are also encouraged to use PPE on public transportation. **Organizational PPE and cleaning supplies may be obtained through Facilities Management by submitting a Track-It work order or by calling 673-0474.**

Face Masks – An initial supply of individually wrapped prewashed face masks covering the nose and mouth were delivered to departments. Priority was given to those employees whom did not

already have their own. Employees who already have a suitable non-medical mask and prefer to use their own may continue to do so.

As more employees report back to work, supervisors are to ask each employee if they need a mask; report your findings to HR@allegancounty.org. Human Resources will provide masks upon request.

Employees are required to wear a cloth mask (see below for the proper way to wear) when they are working directly with the public, in a shared office space with other employees, in other shared spaces, e.g. lunch rooms, lobby's, common areas etc., if they go into any shared public space (store, restaurant, etc.) as part of their duties or any time during work hours, and any other time employees may be in general proximity of other individuals in the workplace. Allegan County will also consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.

Employees 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 Cloth Face Covering



Cloth 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

Enhanced Social Distancing

Supervisors 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. Employees should remain in their assigned work areas as much as possible. Ground markings, signs, or physical barriers may also be used, if needed.

While County Services will remain in operation; 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.

Meal and Break Periods - The number of employees permitted in any break areas or shared kitchen/dining areas shall be limited to ensure the necessary social distancing restrictions can be adhered to. To the furthest extent possible, schedules shall be staggered to avoid increased traffic in these areas.

Fitness Centers and Activities – The Fitness Centers shall remain closed throughout the term of this plan or until amended. All in-person wellness activities are suspended (one-on-one health risk assessments, fitness classes, etc.) until further notice.

Meetings - Any nonessential meetings or gatherings to be cancelled or converted to a call-in or online meeting. In general, “essential” should be considered absolutely necessary for safety or continued operations. When meetings are essential, avoid close contact by keeping separation of at least six feet where possible and wear the appropriate face covering. Ensure that there is proper ventilation in the meeting room.

Travel - All nonessential travel, conferences, trainings, etc. shall be suspended or converted to a call-in or online event. In cases where an employee may need to travel for business or personal reasons 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.

Alternative Work Options – 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.

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, including upon entry at their worksite. 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.

On March 10, 2020, the County implemented the following OSHA protocols and building signage was 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.
- Minimize meetings. 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 has hired additional custodial resources and increased frequency of schedules to disinfect door handles and hardware, plumbing fixtures, hardware, knobs etc. with hospital grade disinfectant as part of their day today standard operating procedures. In addition to the existing hand sanitizing stations in services areas, mobile hand sanitizing stations were purchased and placed in public areas near building entrances. Increased signage was placed throughout buildings to provide guidance. On March 24, 2020, Facilities Management began distributing individual cartons of disinfecting wipes to departments throughout all facilities. Staff continues to work on increasing supply stock and will maintain an emergency stock for future events such as this.

When choosing cleaning chemicals, Allegan County will consult information from the EPA regarding approved disinfectant labels with claims against emerging 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 after persons suspected or confirmed to have COVID-19 have been in the workplace. The methods in Appendix H will be used for enhanced cleaning and disinfection.

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

Allegan 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. 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 or (269) 673-0205.
2. Correction of the conditions are essential to protect the health and safety of our 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 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.

VISITORS AND CONTRACTORS

While County Services will remain in operation; 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 degree possible, visitors and contractors entering into county facilities should be limited by trying to assist individuals over the phone, guiding them to online resources, postponing non-essential visits, etc. When in person services are essential, individuals shall maintain the recommended social distancing protocols.

All visitors entering the building shall be screened prior to entering the building. A screening questionnaire (Appendix C) should be utilized to decide if the visitor can enter the building. This may include a temperature reading. If a visitor presents with symptoms of COVID-19, answers yes to any of the screening questions or presents with a temperature of 100.4 degrees or greater do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Allegan County requires that any member of the public, including contractors, 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/shared space.

Contractors are expected to follow all precautions applicable to employees working within the same environment. The supervisor of the service area (hosting the contractor's visit) shall review all precautions with the contractor and shall ensure a Workplace Health Screening Form - Appendix A is filled out by each contractor prior to entering the workplace/County facilities each day. The supervisor shall plan ahead for contractor visits and communicate with other service areas 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.

The COVID-19 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. The Youth Home, Medical Care Community, Community Mental Health, Sheriff's Office/Corrections Center and Central Dispatch currently remain under a limited or no visitor protocol. The Animal Shelter is available by appointment only. All continue to provide in-house services and are available to the public via phone or other means.

The Courthouse and Human Service Buildings remain open; however, a press release was sent to reduce the need for visitors and update the public on the other buildings as well. 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.

As restrictions loosen proportionate to the level of COVID-19 spread within the community, the COVID-19 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 a respiratory illness may be separated from other employees and sent home.

The purpose of this section is to provide guidance to employees on the availability of leave benefits that have been newly created by the Families First Coronavirus Response Act, a federal law that will become effective on April 1, 2020.

Under the law, employees may be eligible for paid leave for absences that meet certain criteria related to the COVID-19 pandemic, and the County will provide leave consistent with the federal law. Details are discussed below.

Please contact Human Resources at 269-673-0205 ext. 2649 or HR@allegancounty.org for questions or assistance, as needed.

Emergency Paid Sick Leave

Effective April 1, 2020, all regular full-time and part-time employees who are unable to work (or telework) due to one or more of the following reasons related to the outbreak of COVID-19 will be eligible to receive up to 80 hours of Emergency Paid Sick Leave (part-time employees are eligible to receive paid leave equal to the average number of hours that the employee works over a 2-week period):

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 related to COVID-19;
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services.

Pay Rates:

Employees utilizing Emergency Paid Sick Leave for reasons 1, 2, or 3 shall be paid at their regular rate of pay up to a maximum of \$511 per day and \$5,110 in the aggregate (over a 2-week period).

Employees utilizing Emergency Paid Sick Leave for reasons 4, 5, or 6 shall be paid at 2/3 their regular rate of pay up to a maximum of \$200 per day and \$2,000 in the aggregate (over a 2-week period).

Public Health Emergency FMLA Leave

Effective April 1, 2020, all regular full-time and part-time employees who have been employed with the County for at least 30 days prior to beginning leave under this provision will be eligible to receive up to 12 weeks of family and medical leave if the employee is unable to work (or telework) because the employee needs to care for his or her minor child whose school or place of care has been closed, or whose child care provider is unavailable, due to a COVID-19 emergency declared by a Federal, State, or local authority (part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over that 12-week period).

The first 10 days of leave under this provision will be unpaid. However, during the first 10 days, the employee may be eligible to utilize Emergency Paid Sick Leave, as described above, or may choose to be compensated with PTO or COMP time.

FMLA leave taken by the employee for other FMLA-qualifying reasons reduces the amount of leave available under this provision.

Pay Rate:

Employees utilizing leave under this provision shall be paid at 2/3 their regular rate of pay up to a maximum of \$200 per day and \$10,000 in the aggregate (over a 10-week period).

Medical Certification

The County may require employees seeking leave to provide a medical certification describing the reason(s) the employee requires leave.

Symptoms

Employees are encouraged to contact their primary care physician if they are exhibiting the following symptoms:

- Fever
- Cough
- Shortness of breath

Employees who exhibit these symptoms at work may be directed to go home and will be eligible to utilize Emergency Paid Sick Leave for their absence if they are unable to perform their job duties remotely.

Notice

Employees should provide notice of their need for leave as soon as practicable.

Exclusions

The law gives the County the right to exclude healthcare providers and emergency responders from taking these leaves. Requests for leave by healthcare providers and emergency responders will be considered on a case-by-case basis.

Expiration

The leaves provided under the federal law expire on December 31, 2020, and leave time may not be carried over into 2021.

All other qualified leaves of absences continue to apply. Additional information found on the County website under Human Resources and Employee Handbook.

EMPLOYEES WITH PROBABLE OR CONFIRMED COVID-19 CASES OR CLOSE CONTACTS

Allegan County will contact the Local Health Department of the identified Probable or Confirmed COVID-19 cases (based on residency) to ensure the Local Health Department is aware. There can be delays in the reporting local health departments receive. As such, they will work with the County to identify who else in the organization might be at risk.

COVID-19 is 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, they 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 COVID-19 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 COVID-19 in the work environment. In any case when an employee tested positive or is diagnosed as a probable, the employee is interviewed and the case investigation is completed. Any individuals (including other employees, contractors, or suppliers) who may have come into close contact would then be notified and put on mandated home quarantine by the Local Health Department. If they have not been notified they should continue to follow appropriate precautions at all times.

Probable Cases

An employee will be considered to have a Probable Case of COVID-19 if they are experiencing:

One or more of the following:
Subjective fever (felt feverish)
New or worsening cough
Shortness of breath or difficulty breathing
Chills
Headache*
Sore throat
Loss of smell or taste
Runny nose or congestion*
Muscle aches
Abdominal pain
Fatigue
Nausea
Vomiting
Diarrhea*

OR

A temperature of 100.4 degrees or higher

**New or worsening symptoms outside of what individual defines as normal.*

AND

They have been exposed to a COVID-19 positive individual (confirmed or probable), meaning:

- A household member has tested positive or is a probable case of COVID-19; or
- In the last 14 days, the employee came in close contact with someone who has tested positive or is a probable case of COVID-19.

If an employee believes or has been told by the Local Health Department that they qualify as a probable case (as a described above), they must:

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

If an employee qualifies as a probable case, then Allegan County will work with their Local Health Department to:

- Notify all employees who have been identified as a close contact, being within approximately six feet of an individual who tests positive for COVID-19, or is a probable case of COVID-19, for a prolonged period of time, with the employee two days before their onset of symptoms (while not disclosing the identity of the employee to ensure the individual's privacy).
- Ensure that the employee's work area is thoroughly cleaned.
- 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 probable case, the cleaning/disinfecting plans, and when the workplace will reopen.

Confirmed Cases

An employee will be considered a confirmed case of COVID-19 if they have received a lab confirmed positive result.

If an employee believes that they qualify as a confirmed case, they must:

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

If an employee qualifies as a confirmed case, then Allegan County will:

- Notify the Local Health Department.
- Notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case within 24 hours 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 the necessary employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen (if applicable).

Close Contact

An employee will be considered a close contact" when they have been determined by the Local Health Department to have been within approximately six feet of an individual who tests positive for COVID-19, or is a Probable Case of COVID-19, for a prolonged period of time.

If an employee has been told by the Local Health Department that they qualify as a close contact, the employee must:

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

In the event a close contact begins to experience symptoms, they will then be considered a probable case and the protocols for a probable case will then be followed.

Whether an employee is considered a probable case, confirmed case or close contact the employee shall not return to the worksite until the provisions of the Employee Return To Work Plan - Appendix B have been met.

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 a COVID-19 outbreak.

Training

Allegan County will coordinate and provide training to employees related to COVID-19. At minimum, training will be provided as required under state executive orders and will include following:

- Workplace infection-control practices.*
- The proper use of PPE.*
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.*
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions.*

* *Required under Executive Order 114*

Recordkeeping

Allegan County shall maintain the required recordkeeping under state executive orders.

The following records are required to be maintained:

1. Required employee training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.

Workplace Coordinator and Worksite Supervisors

Allegan County will designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response 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 I 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 COVID-19.

The COVID-19 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.

APPENDIX A



COVID-19 Workplace Health Screening (June 30)

Available in electronic survey format at <https://www.surveymzmo.com/s3/5708647/COVID-19-Workplace-Screening>

Company Name: _____ Your Name: _____

Date: _____ Time In: _____

In the last 24 hours, have you experienced:

Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose or congestion*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Temperature:		

****New or worsening symptoms outside of what individual defines as normal.***

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traveled via mass transit (airplane, bus, trains) internationally or domestically?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer “**yes**” to any of the symptoms/questions listed above **OR** your temperature is **100.4°F or higher**, please do not enter the worksite/County facilities.

- o Employees shall refer to the ***Employee Screening Before Entering the Workplace*** section of the Allegan County COVID-19 Preparedness, Response and Safe Work plan.

Contractors shall conduct screening prior to proceeding to the worksite/County facilities and shall coordinate with the service area hosting the visit to discuss the impact of travel plans.

If you receive a probable diagnosis or test positive for COVID-19 call your local health department to ensure they are aware.

For questions, visit www.allegancounty.org/health. Contact the Allegan County Health Department at (269) 696-4546 or COVID-19@allegancounty.org.

May 15, 2020

APPENDIX B

EMPLOYEE RETURN TO WORK PLAN

Employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who are considered a Confirmed Positive for COVID-19 or display one or more of the symptoms of COVID-19 will not be permitted to return to work until either:

1. 10 days have passed since their symptoms first appeared, at least 24 hours without a fever have passed since last fever without the use of fever-reducing medications and improvement in symptoms or for asymptomatic individuals ten days have passed since they were swabbed for the test that yielded the positive result; or
2. They receive two negative COVID-19 test results at least 24 hours apart; or
3. The employee has provided evidence that their symptoms have been diagnosed as non-COVID-19 related and the employer has agreed to allow the employee to return.

Employees* who have been named a “close contact” (determined by the Local Health Department to have been within approximately six feet of an individual who tests positive for COVID-19, or who is a Probable Case of COVID-19, for a prolonged period of time) will not be permitted to return to work until:

14 days have passed since the last close contact with the Confirmed Positive or Probable Case individual.

If a close contact develops symptoms then they will become a probable case and will be subject to the same requirements as a Confirmed Positive.

In all cases where the local or state public health officer has placed the employee under mandated quarantine the employee shall not return to work until such quarantine is lifted.

*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 C

SAMPLE VISITOR COVID-19 QUESTIONNAIRE



The banner features a 3D model of a coronavirus particle on the left. To its right, the text "COVID-19" is written in large white letters, with "Screening" in smaller white letters below it. On the far right is the Allegheny County Health Department logo, which includes a circular seal with a bird and the text "HEALTH Department" and "updated April 29, 2020". Below the entire banner is a red bar with the text "BEFORE ENTERING THIS BUILDING:" in white, bold, uppercase letters.

- 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 D

SIGNS FOR BUILDINGS

Allegan County Public Health has worked with Human Resources in developing signage utilized both internally at offices and at entrances:



Per Governor Whitmer's Executive Order 2020-59,

YOU MUST WEAR A FACE MASK TO ENTER THE BUILDING

A face mask includes a homemade cloth mask, scarf, or bandana. Your mask must cover your nose and mouth.



KNOW THE SYMPTOMS OF COVID-19



Fever



Dry Cough



Shortness of Breath

BEFORE ENTERING THIS BUILDING:

- Are you sick with a cough?
- Do you have a fever?
- Any difficulty breathing?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

If YES to the above questions, do not enter the building. Call your medical provider for guidance. Please consider doing business with us by phone, email or at www.allegancounty.org



KNOW THE SYMPTOMS OF COVID-19



Fever



Dry Cough



Shortness of Breath

PRACTICE & REINFORCE GOOD PREVENTION HABITS

COVID-19 has made a lot of people sick. Scientists and doctors think that most people will be ok, especially kids, but some people might get pretty sick. Everyone should continue to take the following basic personal-hygiene measures to prevent the spread of the virus.

WHAT CAN I DO SO THAT I DON'T GET COVID-19?

- **Wash your hands** often with soap & water or use hand sanitizer
- **Avoid** touching your eyes, nose, and mouth with unwashed hands
 - This keeps the germs out of your body!
- **Cover** your mouth and nose with a tissue or elbow when coughing or sneezing
- **Avoid** handshakes
- **Avoid** contact with sick people who are sick
- **Stay home when you are sick**
 - Just like you don't want to get other people's germs in your body, other people don't want to get your germs either.



KEEP THINGS CLEAN!



Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

APPENDIX E

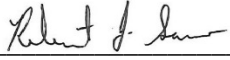
**ALLEGAN COUNTY
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

This is to certify that I have reviewed the Allegan 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 #2020-114.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the Allegan County website www.allegancounty.org which is accessible from each Allegan County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Allegan County
Signature: 
Name of Official: Robert J. Sarro
Title: County Administrator
Date: June 30, 2020

APPENDIX F

Frequently Asked Questions (FAQ) Related to the Guidance on Leave Related to COVID-19

These questions and answers apply to regular full-time and regular part-time employees effective April 1, 2020.

1. **Question:** I personally am diagnosed with COVID-19 and am unable to work how will I be paid? What options are available to me as an employee with Allegan County?
 - a. *Answer:* You need to apply for a leave of absence, contact Human Resources (HR) at hr@allegancounty.org. You will be given paperwork to complete including Short Term Disability (STD) paperwork. You are eligible to submit a claim for STD. If you are approved for STD, your replacement wages will begin after a 7 day wait period. Your wages through STD will cover 2/3 of your regular wages. You will be eligible to receive up to 80 hours of Emergency Paid Sick Leave. These hours can be used to cover the 7 day wait period for STD and to make your pay whole for each week you receive STD replacement wages. For a 40 hour employee, this is 13 hours per week. Once your Emergency Paid Sick Leave (up to 80 COVID hours) is used up, you can then use your PTO or COMP or choose to take this time unpaid and receive only the STD replacement wages.

2. **Question:** If I self-quarantine, have not been advised by a medical provider to do so, and am not able to work remotely, how will I be paid? Or, if I am caring for an individual who has self-quarantined and has not been advised by a medical provider to do so, and am not able to work remotely, how will I be paid?
 - a. *Answer:* Subject to your supervisor's approval, you are able to utilize PTO, COMP time or be unpaid.

3. **Question:** If I am working remotely, but may at times not get all my hours worked due to lack of work or lack of work duties, how will I be paid?
 - a. *Answer:* If leaders and employees in good faith meet the criteria below, employees will receive pay for their normal work schedule. Therefore, if the criteria is met please fill out your timecard as you would normally.
 - i. Remote staff shall remain available for work;
 - ii. Staff shall be considered to be working remotely and shall report for work at their normal designated times from their home location, unless otherwise directed.
 - iii. Employees shall assist in supporting the work of other service areas if their own workload becomes limited.
 - iv. If all workloads or assignments became limited, employees shall be expected to participate in online education and development (links were provided).

All employees shall stay in contact with their supervisor and if time availability exists, they shall offer assistance to their department and the County in general through a number of review and planning tasks that normal business times do not always allow for. Examples include developing or reviewing standard operating procedures for all tasks performed on a daily basis, reviewing policies, etc.

4. **Question:** I am a first responder (e.g. Sheriff Deputy, Public Health Employee, Corrections Officer) what makes me eligible for workers' compensation pay when it comes to COVID-19?
 - a. *Answer:* Please follow the normal process for submitting a Workers' Compensation claim. Please contact HR at HR@allegancounty.org for assistance.

5. **Question:** If a high-risk employee chooses to stay home and there is no work to perform from home, will the employee be paid?
 - a. *Answer:* Subject to your supervisor's approval, you are able to utilize PTO, COMP time or be unpaid.

6. **Question:** If a high-risk employee stays home and is working from home, will the employee be paid?
 - a. *Answer:* Yes, in this situation the employee would be treated the same as any other employee who is working from home.

7. **Question:** What is the definition of a high-risk employee?
 - a. *Answer:* A high-risk employee is an employee at risk of severe illness. These individuals include, but are not limited to older adults and persons of any age with underlying medical conditions, such as persons with a blood disorder (e.g., sickle cell disease or a disorder being treated with blood thinners), an endocrine disorder (e.g., diabetes mellitus), or a metabolic disorder (such as inborn error of metabolism); those with heart disease, lung disease (including asthma or chronic obstructive pulmonary disease), chronic kidney disease, or chronic liver disease; those with a compromised immune system (e.g., those who are receiving treatments such as radiation or chemotherapy, who have received an organ or bone marrow transplant, who are taking high doses of immunosuppressant, or who have HIV or AIDS); those who are currently pregnant or were pregnant in the last two weeks; and those with neurological or neurological and neurodevelopment conditions.

8. **Question:** What is the difference between the terms, self-isolation or self-quarantine?
 - a. *Answer:* The Center for Disease Control and Prevention provides the following definitions:
 - i. Isolation separates sick people with a contagious disease from people who are not sick.
 - ii. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

9. **Question:** I would like to know more about COVID-19, but there is so much information available. Are there credible sources available?
 - a. *Answer:* According to our Public Health Team:
 - i. Updates will continue to be posted on our Facebook and website. Follow @AlleganCountyHD on Facebook and visit www.allegancounty.org/health.
 - ii. Our COVID-19 informational hotline at (269) 686-4546 (operational from 8:00am to 8:00pm daily) and email COVID-19@allegancounty.org are available for all residents.
 - iii. Additional accurate information is available at www.michigan.gov/coronavirus; www.cdc.gov/coronavirus

APPENDIX H

TITLE: Enhanced Cleaning and Disinfecting Procedure for COVID-19

POLICY/PROCEDURE NUMBER:

APPROVED BY (POSITION): Steve Sedore

PREPARED BY (OPTIONAL): Carl Chapman

EFFECTIVE DATE: 6/15/2020

LAST REVISED DATE: 6/16/2020

LAST REVIEWED DATE: 6/16/2020

1. PURPOSE:

This procedure follows the Center for Disease Control’s recommendations for cleaning and disinfecting rooms or areas within a community facility. It also outlines the protocols for increased disinfecting efforts within an area for a suspected or confirmed COVID-19 case. It is aimed at limiting the survival of SARS-CoV-2 in key environments.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

2. POLICY:

This procedure is also follows the County’s COVID-19 Preparedness and Response Plan (http://cms.allegancounty.org/Alerts/Shared%20Documents/AC_COVID-19_Preparedness_and_Response_Plan.pdf)

3. SERVICE AREA(s) AFFECTED: All service areas in all County buildings

4. CLEANING STAFF SHALL:

- a. Be trained on proper safety protocols for cleaning and disinfecting.
- b. Be trained on proper use of cleaning products and tools.
- c. Follow cleaning and disinfecting standard operating procedures and checklists.
- d. Wear gloves while cleaning.
 - i. Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
 - ii. Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- e. Never mix cleaning chemicals with one another.
- f. Prevent chemical contact with food during cleaning.
- g. Handle used towels, gloves, etc. as little as possible.
- h. Wash hands often with soap and water for at least 20 seconds.
- i. Use alcohol-based hand rubs and gels when transitioning between spaces.
- j. Avoid touching your eyes, nose, and mouth.

- k. Follow social distancing measures recommended by the Centers for Disease Control and Prevention (“CDC”), including remaining at least six feet from people to the extent feasible under the circumstances.
- l. Wear a face covering over his or her nose and mouth when in any enclosed public space.

5. CLEANING AND DISINFECTING PROCEDURES:

- a. Facilities Management shall maintain a proactive checklist identifying cleaning and disinfecting activities.
- b. This checklist shall include:
 - i. Emptying of trash
 - ii. Emptying of recycle bins
 - iii. Cleaning and disinfecting desks, file cabinets, and overheads
 - iv. Cleaning and disinfecting counter tops and shared work surfaces
 - v. Cleaning and disinfecting door handles, crash bars and push points.
 - vi. Cleaning and disinfecting stair rails
 - vii. Cleaning and disinfecting elevators
 - viii. Cleaning and disinfecting office electronics
 - ix. Cleaning and disinfecting drinking fountains
 - x. Cleaning and disinfecting bathrooms
 - xi. Cleaning and disinfecting breakrooms / conference rooms / kitchens
- c. Hard (Non-porous) Surfaces:
 - i. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - ii. Use an EPA approved disinfectant against the COVID-19 as identified on their list of products - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- d. Soft (Porous) Surfaces:
 - i. For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
 - ii. After cleaning, if the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 external icon and that are suitable for porous surfaces
- e. Electronics
 - i. For electronics such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present.
 - ii. Clean with alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.

- iii. Dry surfaces thoroughly to avoid pooling of liquids.

6. SUSPECTED OR CONFIRMED CASE CLEANING AND DISINFECTING PROCEDURES:

- a. Facilities Management shall maintain a custom checklist for each office within each building identifying decontamination activities to be performed above the standard cleaning and disinfecting protocols exercised in daily/weekly cleaning process.
- b. Within 24 hours of notice from the Executive Director of Human Resources or the Executive Director of Operations, Facilities Management will execute the following steps to address the situation.
- c. STEP 1: Site Review
 - i. Facilities Management Director or Deputy Director will assess the office environment and determine how to best isolate the space of concern. This may include the need to rope off an isolated area, isolate HVAC, or evacuate the entire office suite or building.
 - ii. If evacuation of the suite or building is needed, Facilities Management Director will first contact the Executive Director of Operations and the Service Area leader to discuss the recommendation and impact to the service area before closing off any large area of the space.
- d. STEP 2: Decontamination Team Deployment
 - i. Facilities Management Director or Deputy Director will coordinate the deployment of a decontamination team that has received specific decontamination training for situations such as this and maintain contact with the team throughout the cleaning and disinfecting process.
 - 1. The Team will all be dressed in a way signifying them as the response team.
 - ii. The Decontamination Team will exercise the established Suspected or Confirmed Case Cleaning and Disinfecting Protocol Checklist in the areas identified by the FM Director or Deputy Director.
- e. STEP 3: Mitigation Review
 - i. Upon completion of the cleaning and disinfecting, the FM Director or Deputy Director will audit the Decontamination checklist for compliance. Any area of concern or non-compliance will be revisited accordingly.
 - ii. Once the space has been verified by the FM Director or Deputy Director, notice will be sent to the Executive Director of Human Resources and the Executive Director of Operations that this space has been mitigated according to decontamination protocol.

- f. STEP 4: Debrief and Close out
 - i. The FM Director will construct a debrief report of the situation and all mitigation activity performed. This report will be sent to the Executive Director of Human Resources and the Executive Director of Operations.

7. DEFINITIONS:

- a. **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- b. **Disinfecting** works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

8. REFERENCES:

- a. “Cleaning and Disinfection for Community Facilities” - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- b. “Allegan County Preparedness, Response and Safe Workplace Plan” - http://cms.allegancounty.org/Alerts/Shared%20Documents/AC_COVID-19_Preparedness_and_Response_Plan.pdf
- c. “6 Steps for Safe and Effective Disinfectant Use” - <https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

9. APPENDICES:

APPENDIX I

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 COVID-19 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 COVID-19 Preparedness, Response and Safe Workplace Plan and COVID-19 Policy and Guidelines directive.

- **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 COVID-19 Crisis Team (Administrative Executive 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.