



# ISABELLA COUNTY

## COVID-19 Preparedness and Response Plan

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Isabella County is revising this Plan in response to the October 2, 2020 Michigan Supreme Court decision regarding Governor Gretchen Whitmer's COVID-19 Executive Orders since April 30, 2020. Isabella County will maintain the standards and intent of this Plan now authorized by the MDHHS Emergency Epidemic Orders and the MIOSHA Emergency Rules and implement whatever efforts are necessary to maintain the safety of its employees and visitors.

**ISABELLA COUNTY**  
**COVID-19 Preparedness and Response Plan**  
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## **ISABELLA COUNTY** **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, Isabella County has prepared the following COVID-19 Preparedness and Response Plan (Plan). This Plan is intended to provide guidance to County leaders and employees for returning to work in this global pandemic. This Plan includes establishing protocols in accordance with relevant state and local orders related to COVID-19 and provides a framework for safely and efficiently re-opening the County offices to all employees, and ultimately to the general public. This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

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

Executive Order 2020-42, and subsequent Executive Orders 2020-59, 2020-70, 2020-77, 2020-92, and 2020-96, prohibit businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance, as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42, 2020-59, 2020-70, 2020-77, 2020-92, and 2020-96.

Under Executive Orders 2020-42, 2020-59, 2020-70, 2020-77, 2020-92, and 2020-96, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

### **Business Continuity Plans**

The County Administrator Controller serves as the COVID-19 Workplace Coordinator. As such, the County Administrator Controller will update this Plan as needed and communicate important messages to employees, to the general public, and to other users of our facilities. Additionally, the County Administrator Controller will work with Elected Officials and Department Heads to maintain adequate staffing levels to perform essential functions and identify alternate supply chains for critical goods and services in the event of further disruption. **Per In keeping with Executive Order 2020-100, and Michigan Occupational Safety and Health Administration Emergency Rules, Department Heads and Elected Officials shall serve as, or designate, a worksite**

supervisor to implement, monitor, ~~and~~ report, and train on the COVID-19 control strategies within this Plan.

This Plan will remain in effect until further notice and may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

Per the Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules released on October 14, 2020 employers shall evaluate employee tasks and procedures and categorize job tasks and procedures into COVID-19 risk categories. The COVID-19 risk categories, as defined by the MIOSHA Emergency Rules range from “lower exposure risk” job tasks and procedures not requiring contact with the general public to “very high exposure risk” job tasks and procedures involving medical-type procedures.

Therefore, the following have been categorized as “high exposure risk” per the job tasks and procedures:

- All employees within the Sheriff’s Office including: Sheriff, Undersheriff, Law Enforcement, Corrections, and support staff.
- In-Home Care Workers of the Commission on Aging.

All other employees are being categorized as “medium exposure risk” due to their related job tasks and procedures.

Any employee wanting to report suspected unsafe working conditions should notify the Administrator Controller, Margaret A. McAvoy, by phone at (989) 621-7352, by email at: [mmcavoy@isabellacounty.org](mailto:mmcavoy@isabellacounty.org), or by USPS Mail at 200 N. Main Street, Suite 205, Mt. Pleasant, MI 48858.

~~On October 14, 2020, T~~the Department of Labor and Economic Opportunity ~~has~~ enacted Executive Rule 5(8) mandating that employers create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely. Through its COVID-19 Preparedness and Response Plan, Isabella County has promoted remote work for its employees to the fullest extent possible. Per the Executive Rule:

*“Employers are obligated to demonstrate infeasibility of remote work.”*

*Employers should include in the remote work determination information which covers at least:*

- *Which positions/classifications report for in-person work and why they must be physically present in the workplace;*
- *Reasons that this work cannot be performed remotely, this must include enough specificity to show this analysis has been performed.”*

As such, Isabella County’s remote work policy is hereby incorporated into the County’s COVID-19 Preparedness and Response Plan. In conjunction with Department Heads and Elected Officials, Isabella County Administration has assessed the remote capabilities of County positions to assure our employees experience the lowest COVID-19 exposure risk possible in their workplace. Determinations regarding the feasibility of remote work for each County position can be found in the following table:

<b>REMOTE WORK DETERMINATION</b>	
<b>POSITION REPORTING FOR IN-PERSON WORK</b>	<b>DUTIES REQUIRING POSITION TO BE ON-SITE</b>
<b>ADMINISTRATION</b>	
Administrator Controller	Only on-site as needed for approvals, to retrieve and access necessary hardcopy documents and files, sign documents, support staff, and occasional electronic meetings where on-site materials are needed.
Deputy Administrator Controller	Hosting electronic BOC Meetings, AP/Payroll backup, check USPS Mail and supply manned-entrance.
Accountant	Only as AP/Payroll backup.
Account Technician III	To complete AP process and print AP/HRA checks
Payroll/Benefits Administrator	To complete Payroll process and print Payroll/remit physical checks, check USPS Mail and supply manned-entrance.
Executive Assistant	Obtain files, process Administration mail, check USPS mail, supply manned-entrance.
<b>ANIMAL CONTROL</b>	
Animal Control Officer	Field response to Animal Control complaints and intake of animals at the Shelter.
Animal Control Secretary	Periodic receipt of USPS Mail and entering of AP invoices.
<b>FACILITIES</b>	
Facilities Director	Direction and supervision of maintenance and custodial staff and tasks.
Maintenance	Performing maintenance and repairs of County facilities.
Custodians	Cleaning and disinfecting of County facilities.
<b>CENTRAL DISPATCH</b>	
Central Dispatch/9-1-1 Director	Only as certain emergency situations arise.
Dispatch Supervisors	Supervisors provide immediate on-site backup.
Dispatchers	Specialized on-site equipment required to receive Central Dispatch/9-1-1 calls.
<b>CLERK</b>	
County Clerk	Staggered on-site schedule with Chief Deputy Clerk to ensure daily supervision of Clerk Office operations at all times.
Chief Deputy Clerk	Staggered on-site schedule with County Clerk to ensure daily supervision of Clerk Office operations at all times.

Deputy Clerks	All three Deputy Clerks are staggered on-site to process vital requests, CPL's, court documents, DBA's, and notaries.
<b>COMMISSION ON AGING</b>	
Commission on Aging Director	Only as-needed for approvals, to retrieve necessary documents, and meal delivery.
Administrative Assistant II	Only periodically for mail sorting and receipting.
Account Technician	Only periodically to perform necessary in-person accounting functions.
Activity Program Manager	Only for meal delivery as-needed.
Food with Friends Program Manager	Only for assisting with meal preparation, packaging and delivery as-needed.
Foster Grandparents/Senior Companion Program Manager	Only as-needed for meal delivery.
In-Home Services Program Manager	Only as-needed to supply in-home staff and retrieve necessary documents, supplies, and equipment.
Gold Key Volunteer Program Manager	Only for meal delivery as-needed.
Food with Friends Program Supervisor	Only for assisting with meal preparation, packaging and delivery as-needed.
Office Clerk	Only for meal delivery as-needed.
Foster Grandparents Program Supervisor	Only for meal delivery as-needed.
Senior Companion Program Supervisor	Only for meal delivery as-needed.
Social Worker	Only to retrieve necessary documents and supplies.
Custodian	Cleaning and disinfecting of Commission on Aging facility and equipment.
Head Cook	Meal preparation, packaging and delivery.
Cook	Meal preparation, packaging and delivery.
Meal Site Facilitator	On-site three days per week for meal delivery.
<b>COMMUNITY DEVELOPMENT</b>	
Community Development Director	Only on-site for large document printing, retrieval, and review.
Planner/GIS Analyst	Only on-site for large document printing, retrieval, and review.
Inspector III (Building Official/Building Inspector)	Only on-site to sync database to Inspections server and print documents for review.
Inspector II (Plumbing/Mechanical Inspector)	Only on-site to sync database to Inspections server and print documents for review.
Inspector I (Electrical Inspector)	Only on-site to sync database to Inspections server and print documents for review.
Administrative Assistant	Only on-site to process mail, and prepare and make deposits.
<b>DRAINS</b>	
Deputy Drain Commissioner	On-site only to run month end reports, balance financial records, process department payroll, prepare and make deposits.

Deputy Assessment Aide	On-site only to process mail, prepare and make deposits, and copy and scan documents as-needed.
Project Manager	On-site only to print and scan documents, access Drain files, and complete quarterly water billings.
<b>EQUALIZATION</b>	
Equalization Manager (Contracted)	On-site only to access hardcopy documents, on-site materials, and provide management/staff support.
Description Deeds Technician	On-site only as needed to process mail, prepare invoices for payment, and to obtain hardcopy documents (deeds).
Equalization Coordinator	On-site only as needed to process mail, prepare invoices for payment, to obtain hardcopy documents, run major data import(exports, and large print jobs.
<b>INFORMATION TECHNOLOGY</b>	
Information Technology Director	On-site to support technology needs of on-site and remote employees.
<b>MATERIAL RECOVERY FACILITY</b>	
MRF Director	Staggered schedule with Operations Manager to ensure daily on-site supervision of MRF operations.
Operations Manager	Staggered schedule with MRF Director to ensure daily on-site supervision of MRF operations.
Administrative Assistant	One office staff on-site daily to operate weigh scale system for in/out bound materials.
Part-time Clerk	One office staff on-site daily to operate weigh scale system for in/out bound materials.
Drivers	Pick up curbside and depot material and transport to MRF for processing.
Operators	Feed material into the MRF processing lines.
Processors	Sort materials on the processing lines at the MRF.
<b>PARKS &amp; RECREATION</b>	
Parks and Recreation Director	On-site only to access hard copy documents and files.
Administration Coordinator	On-site only to process mail, prepare and make deposits, and enter invoices for payment.
Parks Supervisor	Directing, supervising and performing maintenance and repairs of County Park facilities.
Assistant Parks Supervisor	Directing, supervising and performing maintenance and repairs of County Park facilities.
Park Maintenance	Performing maintenance and monitoring of County Park facilities.
Gate Attendant	Collect park entry fee, sell annual passes and assist park visitors.
<b>PUBLIC DEFENDER</b>	
Public Defender	On-site as-needed for staff and client needs.

Assistant Public Defenders	Two attorneys on-site on a rotated weekly basis to answer calls and meet with clients.
Support Staff	One support staff on-site on a rotated weekly basis to support attorney function.
<b>PROSECUTING ATTORNEY</b>	
Prosecutor	On-site to perform essential work of the office.
Assistant Prosecutors	On-site as needed for essential court, police agencies, and department work.
Administrative Manager	On-site as needed for mail, scanning, deposits, and printing.
Legal Secretaries	On-site to process daily work via email, intake, fax, scanning, mail, court run and printing.
Receptionist	On-site as needed to complete media copying, intake, mail distribution, scanning and printing.
Victim Advocates	On-site as needed to run notification letters, victim contact, mail, scan and print.
<b>REGISTER OF DEEDS</b>	
Register of Deeds	On-site only as-needed to ensure office functionality.
Chief Deputy Register of Deeds	Supervise the receipt, processing, and indexing of documents prohibited from removal from office.
Deputy Register of Deeds	Receive, process, and index documents prohibited from removal from office.
Deputy Register of Deeds/Technician	Receive, process, and index documents prohibited from removal from office.
<b>SHERIFF'S OFFICE</b>	
All Sheriff's Office Positions	On-site to support the critical in-person law enforcement function of the Sheriff's Office.
<b>VETERANS AFFAIRS</b>	
Veterans Affairs Director	On-site daily to process USPS mail as the primary means of communication with clients.

## **A. ISABELLA COUNTY COVID -19 MEASURES:**

### **PHASE ONE – Current through June 12, 2020 June 3, 2020 or extension of Stay Home, Stay Safe Order**

In an effort to follow recommendations of national and state leaders, the Center for Disease Control and Prevention (CDC) and Public Health officials, Isabella County Government dedicated itself to slowing the spread of COVID-19 and prioritizing the health and safety of its employees and the public they serve, by closing its facilities to the public effective at noon on Wednesday, March 18, 2020. At the time, the closure was expected to continue through Sunday, April 5, 2020. Through subsequent extensions of the closure, Isabella County offices currently remain closed through ~~June 12, 2020~~ June 3, 2020.

#### **1. County Office Hours**

All County offices and facilities remain closed to the general public.

#### **2. Visitors**

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened before entering the building. A screening questionnaire, attached as Appendix D, must be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19, or answers yes to any of the screening questions, do not allow them into the building. Provide the visitor with the CDC Fact Sheet on *What to Do if You Are Sick* which can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf> and is also attached in Appendix E. Forward the completed questionnaire to Payroll/Benefits for recordkeeping.

**There will be no use of County facilities by outside organizations until further notice.**

#### **3. Employee Compensation and Work Schedules**

Full-time and part-time employees with established work schedules will receive their full base pay. Part-time employees with sporadic work schedules or who normally are called to work on an as-needed basis will be paid an average wage based on the previous three (3) pay periods.

All County Departments are required to conduct minimum basic operations. Given this, employees may be required to report to work on a staggered or reduced schedule or work remotely from home. Should the employee not be able to accommodate work for reasons other than as required by law, or refuse to work, their employment situation, including pay, will be addressed in accordance with County Policies and/or applicable collective bargaining agreement.

As directed by each Elected Official or the County Administrator Controller, employees are expected to work remotely and from home as much as possible to maintain their normal weekly work schedules.

## **B. ISABELLA COUNTY COVID-19 MEASURES:**

### **PHASE TWO – After Expiration of Stay Home, Stay Safe Order**

~~Given the current Executive Order 2020-160 dated July 29, 2020, which rescinds Executive Orders 2020-110, 2020-115, 2020-120, 2020-133, and 2020-143, Executive Order 2020-110 dated June 1, 2020, which rescinds Executive Order 2020-69 and Executive Order 2020-96, expiration of Governor Gretchen Whitmer's Executive Order 2020-100 is set for 11:59 p.m. on June 12, 2020,~~ Isabella County recognizes the need to transition to the provision of more than essential services. Isabella County Government wishes to stress its dedication to slowing the continued spread of COVID-19 and the priority it places on the health and safety of its employees and the public they serve. These measures will be reevaluated 21 days after commencement to best mitigate ongoing risk and exposure.

Isabella County entered Phase Two on June 4, 2020. These measures were reevaluated and considered in conjunction with the local COVID-19 case trends. As of June 25, 2020, Isabella County will remain in Phase Two for an additional 14 days.

As of July 9, 2020, Isabella County will remain in Phase Two for an additional 14 days.

As of July 23, 2020, Isabella County will remain in Phase Two for an additional 14 days.

As of August 6, 2020, Isabella County will remain in Phase Two for an additional 14 days.

As of August 20, 2020, Isabella County will remain in Phase Two until further notice.

**As of October 23, 2020, Isabella County will remain in Phase Two until further notice.**

**As of April 19, 2021, Isabella County will remain in Phase Two until further notice.**

**As of June 04, 2021, Isabella County will remain in Phase Two until further notice.**

#### **1. County Office Hours**

County offices and facilities will resume normal operational hours and remain open to employees performing on-site functions of the office. ~~In an abundance of caution, County offices and facilities will open to employees performing necessary functions of the office. Isabella County promotes remote work to the fullest extent possible for all employees for which it is feasible.~~ The County restricts the number of workers on-site to no more than is strictly necessary to perform the in-person work. As such, employee work schedules shall be adjusted and/or staggered so as to limit exposure from and to others, and to most safely reengage in the workplace.

For County Building offices, efforts shall be made to devote the first hour of each workday to serving those in vulnerable populations. Appointments ~~should be made~~ **will no longer be necessary for entry to the County Building beginning Monday, June 7, 2021.** The County Building single entrance will be open to public entry between the hours of 8:00 a.m. to noon and between 1:00 p.m. and 4:00 p.m. Facility entrances will be closed one half hour prior to close of business each day to allow for proper building clearing, cleaning and disinfecting.

## **2. Visitors**

In accordance with guidelines from the Michigan Department of Health and Human Services and the Michigan Occupational Safety and Health Administration, Isabella County strongly supports employees working remotely. The public is encouraged to access County services via email, the County's website at [www.isabellacounty.org](http://www.isabellacounty.org), or by phone. If remote services are not possible, **in-person** services ~~by appointment~~ may be used. ~~However, appointments are not necessary at the following:~~

[Office of the Clerk](#)  
[Office of the Treasurer](#)  
[Office of the Register of Deeds](#)

~~The general public will be allowed access to County offices only by appointment with on-site staff of that office.~~ ~~Visitors must be escorted into and out of closed County facilities.~~ Visitors must complete a Visitor Health Screening questionnaire, attached as Appendix D, before being allowed into a County facility. If a visitor presents with symptoms of COVID-19, or answers yes to any of the screening questions, do not allow them into any work office/space. Provide the visitor with the CDC Fact Sheet on *What to Do if You Are Sick* which is attached in Appendix E and can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>.

Isabella County requires that any member of the public, **regardless of their COVID-19 vaccination status**, 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~~, a gaiter, or the face mask provided by the County, while in any enclosed County space. Employees should be diligent to have a face mask available for their visiting public who may not have one. If a visitor refuses to wear a face covering inside of a County facility for other than medical reasons, they should not be allowed to enter.

Social distancing guidance and signs that illustrate COVID-19 symptoms and prevention will be posted for public viewing. Visual markers will be placed on the floor to signify six (6) feet distances at all reception areas and service windows. The number of public individuals present at one time may be limited in select County buildings.

If the County facility has a manned entrance, the visiting public should present their completed Visitor Health Screening questionnaire to the on-site staff at the entrance to the building. If a visitor does not arrive with a Health Screening questionnaire completed, one will be provided. For County facilities that remain closed with no manned entrance, the visiting public should coordinate screening and entry with on-site staff.

County facilities with service windows that maintain separation from employees and the visiting public will be manned for public entry ~~by appointment~~. This includes the County Building at 200 N. Main Street, Mt. Pleasant, Michigan. The County Building is now operating under a single point of entry which is the west entrance on Main Street.

**There will be no use of County facilities by outside organizations until further notice.**

### **3. Return to Work**

All employees are expected to have returned to work, incorporating remote workdays as appropriate and as approved by their respective Elected Official or the County Administrator Controller. ~~All employees are expected to return to work, likely under new work schedules and staggered work hours, upon notification. Remote work may continue with the approval of the respective Elected Official or County Administrator Controller.~~

Should the employee not be able to return to work for reasons due to COVID-19, the employee is referred to Section D: *Employee Benefits* of this Plan. ~~and is encouraged to review the Families First Coronavirus Response Act (FFCRA) Employee Rights poster attached in Appendix F. The employee may be eligible for new forms of leave authorized under the FFCRA.~~

Should the employee not be able to return to work for reasons other than as required by law, or refuse to work, their employment situation, including pay, will be addressed in accordance with County Policies and/or applicable collective bargaining agreement.

### **4. Employee Compensation and Work Schedules**

Full-time and part-time employees must report to work, or work remotely, as directed by their Department Head/Elected Official, and will be paid following County Policy and/or applicable collective bargaining agreement.

Any employee who will not be called back to work at this time has been notified of such and provided adequate notice of layoff. It is the intention of Isabella County to continue its cost-sharing of employee health benefits throughout any period of layoff associated with COVID-19.

### **5. Adherence to Protective Safety Measures**

At all times while at work, employees must adhere to the protective safety measures listed in Section C: *Protective Safety Measures* of this Plan.

## C. PROTECTIVE SAFETY MEASURES

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

### **1. Staying Home When Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. However, it is critical that employees do not report to work while they are experiencing symptoms such as fever, cough, shortness of breath, sore throat, or vomiting/diarrhea, or generally not feeling well. Employees are permitted to take paid leave consistent with the FFCRA, the County's *Personnel Manual for Non-Represented Employees*, and/or their respective collective bargaining agreement. Compensation for time off due to illness will be in accordance with the FFCRA, County Policies, and/or applicable collective bargaining agreement.

Any on-site employee who appears to have a respiratory illness will be separated from other employees and sent home.

### **2. Employee Screening BEFORE Entering the Workplace**

An Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire must be completed BEFORE employees arrive at the workplace. If an employee fails the screening process, they will need to notify their Department Head/Elected Official and/or Payroll/Benefits and will not be allowed to come into the workplace. The employee's return to work will be based on guidance from the Central Michigan District Health Department (CMDHD) and the CDC; such requirements are explained in detail in the Employee Return to Work Plan, attached as Appendix C.

Employees are responsible for self-monitoring their own temperatures via personal thermometer, smart phone app, etc.

Employee screening questionnaires may be completed electronically and emailed to the designated office personnel or submitted via paper form upon arrival at work. These forms must be sent to Emma Nieporte in Payroll/Benefits to place in the medical portion of the employee's personnel file. Electronic versions of the form can be emailed to [enieporte@isabellacounty.org](mailto:enieporte@isabellacounty.org) and paper forms can be submitted to her through inter-office envelope mail. Any electronic version of the form maintained by the Department should be permanently deleted.

~~As another option, County employees may now complete their screening questionnaire via text or email through our CodeRed alert system. If using this option, employees will receive a text message or email each day, with a link to submit their completion of the health screening response. Payroll/Benefits will require certain information to be able to provide this option. Employees should work with their respective Department Head or Elected Official if interested in completing their screening questionnaire in this way.~~

Employees can now utilize JotForm for submitting their screening questionnaire. The questionnaire was converted to a form that is viewable and submittable online using a QR code that can be scanned by your smart phone or accessed through clicking an internet link. When an employee submits a health screening questionnaire through JotForm the results

are emailed to the Department, and the Payroll/Benefits Administrator can access the records for each Department.

### **3. Employee Interaction with Other Departments**

Employees are discouraged from entering a Department that is other than where their normal work station is located.

### **4. Employee Self-Monitoring**

Employees are encouraged to self-monitor throughout the day. Take and record your temperature twice a day; once in the morning and once in the evening. Report any temperature of 100.4 degrees or above to your doctor. Further guidance from the CMDHD on self-monitoring can be found on their website at: [www.cmdhd.org/novel-coronavirus](http://www.cmdhd.org/novel-coronavirus) .

### **5. Enhanced Social Distancing**

Department Heads/Elected Officials will direct employees to perform their work in such a way as to reasonably avoid coming within six (6) feet of other individuals and may establish additional safety protocols to be adhered to within their Department. Employees should remain in their assigned work areas as much as possible. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, tools and equipment. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed.

Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate.

Social distancing is a simple and effective mechanism to help prevent the transmission of COVID-19. Isabella County implements the following efforts into the workday that will help our employees and our visiting public stay healthy:

- ✓ Reasonably avoid coming within 6 (six) feet of other individuals.
- ✓ Watch for visual cues that reinforce distancing in common areas.
- ✓ No handshaking or embracing co-workers or visitors.
- ✓ Avoid anyone who appears to be sick or who is coughing or sneezing.
- ✓ Avoid touching surfaces by others to the extent feasible.
- ✓ Respect barriers and distances between workstations.
- ✓ Avoid shared use of offices, desks, telephones and tools/equipment to the extent possible and disinfect between uses.
- ✓ Limit the number of employees at one time in small office areas such as break rooms, copy machine rooms, file rooms, etc.

- ✓ Be aware of distances in elevators, smoking areas, and hallways.
- ✓ Bring lunch and eat away from others.
- ✓ Meetings should be conducted virtually or via phone when possible.
- ✓ Use personal protective equipment and hand sanitizer while using public transportation.

Social distancing guidance and signs that illustrate COVID-19 symptoms and prevention will be posted throughout the workplace and can be found in Appendix G. Visual markers will be placed on the floor to signify six (6) feet distances at all reception areas and service windows. The number of public individuals present at one time may be limited in select County buildings.

## **6. Wearing Face Coverings at Work**

All employees, **regardless of their COVID-19 vaccination status**, are required to wear face coverings at work as follows:

- a. Any employee 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~~, a gaiter, or the face mask provided by the County to every employee, when in any enclosed public space. Isabella County will provide face masks to every employee;
- b. When walking through public hallways, including utilization of restrooms and break rooms;
- c. While sitting in a common area occupied by more than one employee;
- d. If someone enters your office or workspace, both parties should wear masks; and
- e. During in-person meetings.

Masks worn throughout the day while in your own private office will be at the discretion of each employee and/or respective Department Head/Elected Official.

An employee who medically cannot tolerate wearing a face covering may be exempted upon the presentation of a written physician's statement.

## **7. Remote Work**

All employees are expected to return to work, likely under new work schedules and staggered work hours, upon notification. Remote work may continue with the approval of the respective Elected Official or **Department Head and** County Administrator Controller.

**Isabella County promotes remote work to the fullest extent possible for all employees for which it is feasible.**

All vulnerable individuals should work with supervisors to continue remote work. Employees who live with or provide care for vulnerable individuals should do the same to the greatest extent possible to reduce chances that they could carry the virus to these vulnerable individuals

## **8. Travel**

All non-essential travel shall be avoided. Business-related domestic travel is not recommended at this time. Should an employee engage in domestic or international travel for personal reasons, they will be required to follow the Employee Return to Work Plan attached as Appendix C. Questions or concerns should be addressed with your Department Head/Elected Official.

When at all possible, employees should use their personal vehicles for business-related travel and receive mileage reimbursement following the County Travel Policy, at the current IRS mileage rate.

## **9. Enhanced Hygiene**

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with a tissue, and to avoid touching their faces while at work. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Handshaking is also prohibited to ensure good hand hygiene.

## **10. Enhanced Cleaning and Disinfecting**

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment in office areas and common areas will be performed regularly by the Facilities Department staff using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use.

Departments shall limit 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. Isabella County will provide employees with disinfectant wipes and other disinfecting products for this purpose.

If an employee that has been in the workplace in the past fourteen (14) days tests positive for COVID-19, the County will increase cleaning measures following the CDC's *Cleaning and Disinfecting Your Facility* protocols found here: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf).

## **11. Visitors**

Visitors who must conduct business via a Department's service window must maintain six (6) feet from others at all times. Visual markers separating visitors by six (6) feet will be placed on the floor in front of all County Department reception areas and service windows.

Visitors must follow the same protocols for entry into County facilities as the general public. ~~When possible, all visitors are banned from entering County offices and/or workspaces. Should it be necessary for a visitor to enter a County office and/or employee workspace, it shall be by appointment only. Visitors must be escorted into and out of closed County facilities.~~ Visitors must complete a Visitor Health Screening questionnaire, attached as Appendix D, before being allowed into a County facility. If a visitor presents with symptoms of COVID-19, or answers yes to any of the screening questions, do not allow them into any work office/space. Provide the visitor with the CDC Fact Sheet on *What to Do if You Are Sick* which is attached in Appendix E and can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>.

If the County facility has a manned entrance, the visiting public should present their completed Visitor Health Screening questionnaire to the on-site staff at the entrance to the building. If a visitor does not arrive with a Health Screening questionnaire completed, one will be provided. For County facilities that remain closed with no manned entrance, the visiting public should coordinate screening and entry with on-site staff.

County facilities with service windows that maintain separation from employees and the visiting public will be manned for public entry ~~by appointment~~. This includes the County Building at 200 N. Main Street, Mt. Pleasant, Michigan. ~~The County Building is now operating under a single point of entry which is the Lobby located at the south and west entrance on Main Street. The south entrance to the Lobby is handicap accessible. The County Building single entrance will be open to public entry between the hours of 8:00 a.m. to noon and between 1:00 p.m. and 4:00 p.m., excluding holidays.~~

Vendors for shredding, copy machine repair, product delivery, etc. who enter a work office/space are considered visitors and must complete the Visitor Health Screening questionnaire.

Isabella County requires that any member of the public, ~~regardless of their COVID-19 vaccination status~~, 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~~, a gaiter, or the face mask provided by the County, while in any enclosed County space. Employees should be diligent to have a face mask available for their visiting public who may not have one. If a visitor refuses to wear a face covering inside of a County facility for other than medical reasons, they should not be allowed to enter.

**There will be no use of County facilities by outside organizations until further notice.**

## **12. County USPS Mail Process**

~~For County building locations with their USPS Mail currently placed on hold, County Administration has arranged for the mail to be picked up daily and delivered to your mail~~

~~tray in the mailroom on the second floor of the County Building. For deliveries other than USPS, the carrier is instructed to call the appropriate Department number listed on the building entrance signage.~~

For County facilities that are manned, USPS mail and package deliveries can be accepted by the on-site staff at the building entrance.

For large mailings, CMU mail service still remains an option and departments can contact them directly to make arrangements.

For outgoing mail, Departments are still able to utilize the postage machine in the mailroom, but must take their own outgoing mail to an appropriate USPS receptacle.

### **13. Volunteers**

The use of volunteers is strictly limited to only those critically needed at this time. Should your Department require the use of volunteers to provide critical services to the public, volunteers must adhere to all protective safety measures as listed in this Plan.

### **14. Personal Protective Equipment**

Isabella County shall provide and make available to employees personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed. Any in-person worker, **regardless of their COVID-19 vaccination status**, able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space.

### **15. Training**

Per the Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules released on October 14, 2020 **and updated and released on May 21, 2021** employers shall provide training that covers workplace infection-control practices; proper use of personal protective equipment; steps to notify the County of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19; and how to report unsafe working conditions.

As they have done since the first release of this Plan, employees have been self-monitoring and completing a daily health screening prior to reporting for on-site work. Visual communications have been placed throughout County facilities educating employees and reinforcing workplace infection-control practices. Custodial staff has enhanced cleaning efforts and increased disinfecting of surfaces, equipment, and “high touch” areas in offices and common areas through County facilities.

It is required that Department Heads and Elected Officials train employees on the COVID-19 control strategies within this Plan to ensure the proper use of personal protective equipment by employees within their respective offices. Department Heads and Elected Officials shall document these training efforts utilizing forms prepared and authorized by the Administrator Controller and found in Appendix H.

Steps an employee must take to notify the County of any COVID-19 symptoms they are experiencing can be found on the daily Employee Entry Screening Questionnaire. Employees should notify their Department Head or Elected Official of any COVID-19 symptoms they are experiencing. Steps an employee must take to notify the County they are a suspected COVID-19 diagnosis includes immediately notifying the Department Head or Elected Official and the Administrator Controller's Office. Steps an employee must take to notify the County they have received a confirmed COVID-19 diagnosis includes immediately notifying the Department Head or Elected Official and the Administrator Controller's Office, and remaining out of the workplace until cleared to return.

Any employee wanting to report suspected unsafe working conditions should notify the Isabella County Administrator Controller, Margaret A. McAvoy, by phone at (989) 621-7352, by email at: [mmcavoy@isabellacounty.org](mailto:mmcavoy@isabellacounty.org), or by USPS Mail at 200 N. Main Street, Suite 205, Mt. Pleasant, MI 48858.

## **D. EMPLOYEE BENEFITS**

~~Employees are encouraged to review the Families First Coronavirus Response Act (FFCRA) Employee Rights poster attached in Appendix F. Employees may be eligible for new forms of leave authorized under the FFCRA. At this time, the Isabella County Board of Commissioners has not acted to exempt any employees from this eligibility.~~

The Families First Coronavirus Response Act (FFCRA) effective April 1, 2020 required certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions expired on December 31, 2020.

### **1. Emergency Paid Sick Leave**

~~Effective April 1, 2020, employees were made eligible for Emergency Paid Sick Leave, regardless of their length of employment with the County. Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act (FFCRA), the County's *Personnel Manual for Non Represented Employees*, and/or their respective collective bargaining agreement. Remote work assignments may be offered in place of Emergency Paid Sick Leave if the employee is well enough to work.~~

The Emergency Paid Sick Leave provisions of the FFCRA expired on December 31, 2020.

### **2. Extended Family and Medical Leave**

~~Effective April 1, 2020, eligible employees who have been employed with the County for at least 30 (thirty) days and are unable to work or remote work due to the need to care for their child when the school or place of care has been closed are permitted to take Extended Family and Medical Leave consistent with the Families First Coronavirus Response Act (FFCRA), the County's *Personnel Manual for Non Represented Employees*, and/or their respective collective bargaining agreement.~~

The Extended Family and Medical Leave provisions of the FFCRA expired on December 31, 2020.

### **3. Employee Assistance Program**

Health officials recognize that the global pandemic has been stressful for everyone, and this can have serious impacts on mental health. If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others, call 911, or the Substance Abuse and Mental Health Administration's Disaster Distress Helpline: 1-800-985-5990 or text TalkWithUs to 66746. (TTY: 1-800-846-8517) You can call the [National Domestic Violence Hotline](#) at 1-800-799-7233 (TTY: 1-800-787-3224)

Additionally, full-time and part-time Isabella County employees have access to our Employee Assistance Program (EAP). The EAP is administered by HelpNet and provides personal counseling for employees and their household members. There is no cost to

employees for this service and the service is confidential. HelpNet counselors are on-call 24 hours per day, 7 days a week, 365 days a year. They can be reached by calling 1-800-969-6162 or by visiting [www.HelpNetEAP.com](http://www.HelpNetEAP.com).

#### **4. Health Insurance**

Isabella County continues its cost-sharing of employee health benefits throughout its periods of closure, and staggered return to work schedules, associated with COVID-19.

Health Coverage Changes through June 30, 2020:

- ✓ ~~Telehealth is offered with no employee cost share to cover additional and most medical services.~~
- ✓ ~~Telehealth is provided for most common behavioral therapy services with no copay.~~

Health Coverage Changes through August 1, 2020:

- ✓ ~~Waiving early medication refill limits on 30-day prescription maintenance medications except for opioid drug limits.~~

Health Coverage Changes through December 31, 2020:

- ✓ ~~BCBS covers the cost of medically necessary COVID-19 tests that are prescribed by physicians, following CDC guidelines.~~
- ✓ ~~BCBS covers COVID-19 treatment with no employee cost share.~~

Health Coverage Changes with no current expiration:

- ✓ Waiving prior authorizations for diagnostic tests and for covered services related to COVID-19 that are medically necessary, if the physician follows the CDC guidelines in prescribing the test.
- ✓ If there are shortages or access issues due to a COVID-19 outbreak, BCBS will ensure formulary flexibility. Patients will not be liable for the additional charges stemming from obtaining a non-preferred medication for COVID-19 treatment – or if there is a shortage of drugs stemming from a COVID-19 outbreak.

#### **5. Flex Spending Account (FSA)**

- ✓ Employees can utilize their FSA to buy over-the-counter drugs and medicine, such as pain relievers, cough medication, decongestants, allergy medication, etc. These are permanent changes and apply retroactively to purchases beginning January 1, 2020.
- ✓ Employees can utilize their FSA to buy certain menstrual care products, such as tampons and pads, as they are considered medical expenses. These are permanent changes and apply retroactively to purchases beginning January 1, 2020.

- ✓ The FSA carryover will be unlimited for plan years ending in 2020 and 2021.
- ✓ Employees can make FSA election changes at any time without a change in status for plan years ending in 2021.
- ✓ Employees who cease their participation in the FSA during calendar years 2020 or 2021 may still incur expenses and receive reimbursements from unused contributions through the end of the plan year in which participation ceased.
- ✓ Employees can increase contributions to their Dependent Care FSA Plan up to \$10,500 for the 2021 calendar year.
- ✓ Dependent Care FSA Plans will accept reimbursements for dependent children up to age 14 (formerly up to age 13) for the purpose of receiving reimbursements from funds carried over from the previous plan year where the end of regular enrollment for any such plan year was before January 31, 2020.

## 6. COBRA Health Coverage

- ✓ The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021. The ARPA allows eligible individuals who lost health insurance coverage due to their or their family member's involuntary job loss or reduction in hours to receive COBRA coverage with a premium subsidy of 100% from **April 1, 2021 through September 30, 2021**.

## **E. EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19 CASES**

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

### **1. Suspected Cases**

An employee will be considered to have a Suspected Case of COVID-19 if:

- a. They are experiencing any of the following COVID-19 symptoms:

- ~~Fever;~~
- Shortness of Breath; and/or
- ~~Continuous~~ New or Worsening Cough.

OR

- b. They are experiencing at least two of the following symptoms:

- Fever of 100.4 or above;
- ~~Chills/Repeated Shaking with Chills;~~
- ~~Repeated Shaking with Chills;~~
- Muscle Pain;
- Headache;
- Sore Throat; and/or
- New Loss of Taste or Smell
- Vomiting/Diarrhea.

OR

- c. They have been exposed to a COVID-19 positive person, meaning:

- An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
- In the last fourteen (14) days, the employee came in close contact (being within approximately six (6) feet for ~~a prolonged period of time without PPE~~ an accumulated time of 15 minutes within 24 hours) with someone who has tested positive for COVID-19.

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

- ✓ Immediately notify their Department Head/Elected Official and/or Payroll/Benefits the Administrator Controller's Office;
- ✓ ~~If they are experiencing symptoms, they should not return to work for at least ten (10) days after symptoms first started and seventy two (72) hours after a fever has resolved without the use of fever reducing medicines and symptoms have improved, whichever is longer; and at least 14 days from testing positive for COVID-19.~~
- ✓ ~~If not experiencing symptoms, they may continue working but must continue to self-monitor their symptoms, adhere to social distancing guidelines, wear a mask the entire day, and disinfect and clean their workspace. If an employee starts to have symptoms during the workday, they will be sent home immediately.~~

If a Department Head or Elected Official is notified that an employee is a Suspected Case (as described above), they must:

- ✓ Immediately notify the Administrator Controller's Office.

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

- ✓ Notify all employees who may have come into close contact (being within approximately six (6) feet for ~~a prolonged period of time without PPE~~ an accumulated time of 15 minutes within 24 hours) with the employee in the past fourteen (14) days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- ✓ Ensure that the employee's work area is thoroughly cleaned by the Maintenance staff or a professional sterilizing company.

## **2. Confirmed Cases**

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past fourteen (14) days and that person tested positive for COVID-19.

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

- ✓ Immediately notify their Department Head/Elected Official and/or Payroll/Benefits the Administrator Controller's Office of their diagnosis; and
- ✓ Remain out of the workplace until they are cleared to return to work.

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

- ✓ Immediately notify the Central Michigan District Health Department;
- ✓ Notify all employees who may have come into close contact with the employee (being within approximately six (6) feet for ~~a prolonged period of time without PPE~~ an accumulated time of 15 minutes within 24 hours) in the past fourteen (14) days (while not disclosing the identity of the employee to ensure the individual's privacy);
- ✓ Ensure that the entire workplace, or affected parts thereof (depending on the employee's presence in the workplace), is thoroughly cleaned and disinfected by a professional cleaning service;
- ✓ If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- ✓ Communicate with affected employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

## APPENDIX A

### **CRITICAL INFRASTRUCTURE WORKERS**

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors:

- a. Health Care and Public Health
- b. Law Enforcement, Public Safety, and First Responders
- c. Food and Agriculture
- d. Energy
- e. Water and Wastewater
- f. Transportation and Logistics
- g. Public Works
- h. Communications and Information Technology, including News Media
- i. Other Community-Based Government Operations and Essential Functions
- j. Critical Manufacturing
- k. Hazardous Materials
- l. Financial Services
- m. Chemical Supply Chains and Safety
- n. Defense Industrial Base

For purposes of Executive Orders 2020-42, 2020-59, 2020-70, 2020-77, 2020-92, and 2020-96 critical infrastructure workers also include<sup>1</sup>:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers; and
- b. Workers at suppliers, distribution centers, or service providers, as described below.

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<sup>1</sup> Under Executive Orders 2020-42, 2020-59, 2020-70, 2020-77, 2020-92, and 2020-96 necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
  - d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
  - e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
  - f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
  - g. Workers at laundromats, coin laundries, and dry cleaners.
  - h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
  - i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

Additionally, Executive Orders that define allowable resumed activities that can be performed by workers, can be found here: [Executive Order 2020-70](#), [Executive Order 2020-77](#), [Executive Order 2020-92](#), [Executive Order 2020-96](#), [Executive Order 2020-110](#), and [Executive Order 2020-160](#).



## APPENDIX B

### CORONAVIRUS DISEASE (COVID-19) EMPLOYEE HEALTH SCREENING To be completed before entering the workplace.

Version 102320

County Department/Office: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

#### **In the past 24 hours, have you experienced any of the following symptoms?**

New or Worsening Cough	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Shortness of Breath	<input type="checkbox"/> YES	<input type="checkbox"/> NO

#### **Or at least two of the following:**

Fever (100.4 or above)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____ Current Temperature		
Chills/Repeated Shaking with Chills	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Muscle Pain	<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
New Loss of Taste or Smell	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Vomiting/Diarrhea	<input type="checkbox"/> YES	<input type="checkbox"/> NO

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

- BOTH three (3) days have passed since symptoms have resolved and Ten (10) days have passed since symptoms first appeared and at least 14 days since you were swabbed for the test that yielded the positive result; or
- You receive a negative COVID-19 test and are retested if required by the County.

#### **In the past 14 days, have you:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| • Had close contact (within approximately six (6) feet for a prolonged period of time an accumulated time of 15 minutes within 24 hours) with an individual diagnosed with COVID-19? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Engaged in domestic or international travel or taken a cruise?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Been told by the local health department or your healthcare provider to self-isolate or self-quarantine?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If you answered “yes” to these above questions, contact your Department Head/Elected Official and/or Payroll/Benefits the Administrator Controller’s Office and do not go into the workplace. Self-quarantine at home for fourteen (14) days or as prescribe by your healthcare provider.

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

Please return this completed screening to your Department Head/Elected Official or their designee.

## **APPENDIX C**

### **EMPLOYEE RETURN TO WORK PLAN**

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

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

- ✓ ~~Both three (3) days have passed since their symptoms have resolved and~~ Ten (10) days have passed since their symptoms first appeared and at least 14 days since they were swabbed for the test that yielded the positive result; or
- ✓ They receive a negative COVID-19 test and are retested if required by the County.

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

- ✓ Both ten (10) days after symptoms first started and at least 14 days from testing positive for COVID-19 ~~seventy two (72) hours after a fever has resolved without the use of fever-reducing medicines and symptoms have improved, whichever is longer;~~ or
- ✓ They receive a negative COVID-19 test and are retested if required by the County.

Employees who have been in “close contact” (being within approximately six (6) feet for a ~~prolonged period of time without PPE~~ an accumulated time of 15 minutes within 24 hours) with an individual who tests positive for COVID-19 will not be permitted to return to work until either:

- ✓ Fourteen (14) days have passed since the last close contact with the sick individual; or
- ✓ The individual receives a negative COVID-19 test, ~~whichever occurs first~~ and is retested if required by the County.

\*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility; first responders (e.g., police officers, firefighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; animal control officers; and workers at correctional facilities.

~~Employees who were notified they have been exposed to COVID-19 after interacting with a member of the public, vendor, contractor, etc. may continue working under the following conditions:~~

- ✓ ~~Self monitor their symptoms;~~
- ✓ ~~Adhere to social distancing guidelines;~~
- ✓ ~~Wear a mask the entire day; and~~
- ✓ ~~Regularly disinfect and clean their workspace.~~

Employees who engaged in ~~domestic or international travel or have taken a cruise~~ within the last fourteen (14) days ~~to places that have been identified by the Center for Disease Control as an extremely high risk area for contracting COVID-19~~:

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



## APPENDIX D

### CORONAVIRUS DISEASE (COVID-19) VISITOR HEALTH SCREENING **To be completed before entering a County office or facility.**

Version 102320

County Department/Office Visiting: \_\_\_\_\_

Visitor's Name: \_\_\_\_\_ Appointment Date/Time: \_\_\_\_\_

<b>In the past 24 hours, have you experienced any of the following symptoms:</b>		
New or Worsening Cough	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Shortness of Breath	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Or at least two of the following:</b>		
Fever (100.4 or above)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____ Current Temperature		
Chills/Repeated Shaking with Chills	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Muscle Pain	<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
New Loss of Taste or Smell	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Vomiting/Diarrhea	<input type="checkbox"/> YES	<input type="checkbox"/> NO

#### **In the past 14 days, have you:**

- Had close contact (within approximately six (6) feet for a ~~prolonged period of time~~ for an accumulated time of 15 minutes within 24 hours) with an individual diagnosed with COVID-19?  YES  NO
- Engaged in ~~domestic or~~ international travel or taken a cruise?  YES  NO
- Been told by the local health department or your healthcare provider to self-isolate or self-quarantine?  YES  NO

If you answered "yes" to any of the questions listed above or your temperature is 100.4 degrees or higher, you will not be allowed access the building. Please review CDC Fact Sheet on *What to Do if You Are Sick* which can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>.

County employee receiving this form: \_\_\_\_\_

Date/Time: \_\_\_\_\_

- ✓ Return this form to Emma Nieporte in the Administrator/Controller's Office: [enieporte@isabellacounty.org](mailto:enieporte@isabellacounty.org) or by inter-office envelope mail.

## **APPENDIX E**

CDC Fact Sheet on *What to Do if You Are Sick*:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

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

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

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

## Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation,** ride-sharing, or taxis.



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

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
  - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



## Monitor your symptoms.

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



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

Emergency warning signs include\*:

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

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

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



## Call ahead before visiting your doctor.

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



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

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

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



## Cover your coughs and sneezes.

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



## Clean your hands often.

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



## Avoid sharing personal household items.

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



## Clean all "high-touch" surfaces everyday.

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



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

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

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.

- Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Most EPA-registered household disinfectants should be effective.

## How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:



- **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
  - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

AND

- other symptoms have improved (for example, when your cough or shortness of breath has improved)

AND

- at least 7 days have passed since your symptoms first appeared.

- **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (without the use of medicine that reduces fevers)

AND

- other symptoms have improved (for example, when your cough or shortness of breath has improved)

AND

- you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

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

## **APPENDIX F**

Families First Coronavirus Response Act (FFCRA) Employee Rights Poster:

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

<ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol>	<ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol>
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### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](http://dol.gov/agencies/whd)



WH1422 REV 03/20

**APPENDIX G**  
**SIGNS FOR BUILDINGS**

Social Distancing – Facility Guidelines

Enclosed Public Space

Stop the Spread of Germs

Handwashing and Hand Sanitizer Use

How to Protect Yourself and Others

[MDHHS Epidemic Order Oct. 9 Fact Sheet](#)

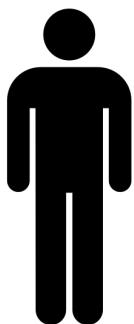
[MDHHS Epidemic Order Oct. 9 Infographic](#)

[MDHHS Epidemic Order April 19<sup>th</sup> Fact Sheet](#)

[MDHHS Epidemic Order June 1<sup>st</sup> Infographic](#)



**IMPORTANT  
PLEASE READ  
Before You Continue**



**KEEP YOUR DISTANCE**



**AVOID  
TOUCHING  
AND CROWDS**



**WASH YOUR  
HANDS FOR 20  
SECONDS WITH  
SOAP**



**FACILITY GUIDELINES**



**STOP**

## **ATTENTION!**

IN ACCORDANCE WITH THE CURRENT EXECUTIVE ORDER THIS AREA HAS BEEN DESIGNATED AN

**"ENCLOSED PUBLIC SPACE"**

VISITORS AND EMPLOYEES IN THIS AREA MUST WEAR A FACE COVERING AND MAINTAIN SOCIAL DISTANCING.



# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



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



Avoid touching your eyes, nose, and mouth.



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



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



# Handwashing and Hand Sanitizer Use

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



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

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

### When should I use?

#### Soap and Water

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

#### Alcohol-Based Hand Sanitizer

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

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



## How should I use?

### Soap and Water

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



### Alcohol-Based Hand Sanitizer

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

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

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



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

# How to Protect Yourself and Others

## Know how it spreads



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

## Everyone should

### Clean your hands often

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

### Avoid close contact

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



[cdc.gov/coronavirus](http://cdc.gov/coronavirus)

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

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

## Cover coughs and sneezes

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

## Clean and disinfect

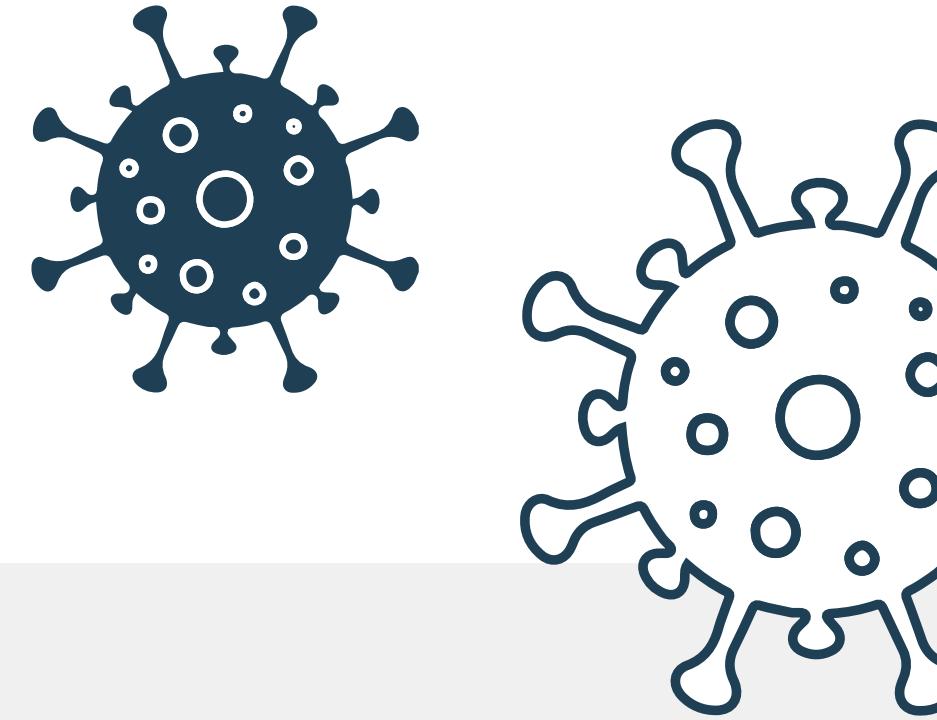
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- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/pr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



# Beginning June 1:



- There will no longer be capacity limits outdoors.
- There will no longer be capacity limits at residential gatherings.
- Indoor establishments will be at 50% capacity.
- Social gatherings will now be regulated only by the venue.
  - *For example, guidelines or rules for an indoor wedding or conference would be set by the establishment in which it is hosted.*
- Face masks continue to be required for non-vaccinated individuals indoors.



## Beginning July 1, all broad epidemic orders will be lifted.

## APPENDIX H

### OTHER COVID-19 RESOURCES

#### **Isabella County [COVID-19 Preparedness and Response Plan Acknowledgment Form](#)**

##### **MDHHS Emergency Orders:**

- [MDHHS Emergency Order Under MCL 333.2253 – Gathering Prohibition and Mask Order](#)

##### **MIOSHA Emergency Rules:**

- [https://www.michigan.gov/documents/leo/Final\\_MIOSHA\\_Rules\\_705164\\_7.pdf](#)

#### **Central Michigan District Health Department Coronavirus Information:**

[https://www.cmdhd.org/novel-coronavirus](#)

##### **Helpful CDC Guidance:**

[https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](#)

##### **CDC Fact Sheet and Poster on Preventing the Spread of Germs:**

[https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf](#)

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf](#)

##### **Governor Whitmer's Executive Orders:**

- Executive Order [2020-42](#)
- Executive Order [2020-59](#)
- Executive Order [2020-70](#)
- Executive Order [2020-77](#)
- Executive Order [2020-92](#)
- Executive Order [2020-96](#)
- Executive Order [2020-100](#)
- Executive Order [2020-110](#)
- Executive Order [2020-160](#)

##### **FAQs from Governor Whitmer on Executive Orders:**

- FAQs Executive Order [2020-42](#)
- FAQs Executive Order [2020-59](#)
- FAQs Executive Order [2020-70](#)
- FAQs Executive Order [2020-77](#)
- FAQs Executive Order [2020-92](#)
- FAQs Executive Order [2020-96](#)
- FAQs Executive Order 2020-100 (none)
- FAQs Executive Order [2020-110](#)
- FAQs Executive Order [2020-160](#)

**APPENDIX I**

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

**Certification by Responsible Public Official**

This is to certify that I have reviewed the Isabella County COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with the MDHHS Emergency Orders, the MIOSHA Emergency Rules and the intent of Michigan Executive Order 2020-42 dated April 9, 2020; Michigan Executive Order 2020-59 dated April 24, 2020; Michigan Executive Order 2020-70 dated May 1, 2020; Michigan Executive Order 2020-77 dated May 7, 2020; Michigan Executive Order 2020-92 dated May 18, 2020; Michigan Executive Order 2020-96 dated May 21, 2020; Michigan Executive Order 2020-100 dated May 22, 2020; Michigan Executive Order 2020-110 dated June 1, 2020, and Michigan Executive Order 2020-160 dated July 29, 2020.
2. The plan is consistent with the guidance from U.S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the Isabella County website [www.isbellacounty.org](http://www.isbellacounty.org) and at each Isabella County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: ISABELLA COUNTY

Signature:



Name of Official:

Margaret A. McAvoy

Title:

Administrator Controller

Date:

June 4, 2021