



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

**Date Approved by Board of Commissioners: May 26, 2020**

**(Version Date – June 2, 2020)**

**BARRY COUNTY**  
**COVID-19 Preparedness and Response Plan**

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

**Certification by Board of Commissioners Chairperson**

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

1. It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020 and Michigan Executive Order 2020-59 dated April 24, 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, the Center for Disease Control (CDC); and the Barry Eaton District Health Department.
3. The Plan conforms to the Michigan State Court Administrative Office Model Local Administrative Order #50.
4. The plan is available on Barry County's website [www.barrycounty.org](http://www.barrycounty.org) and at each Barry County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

\_\_\_\_\_  
Heather Wing, Chair  
Barry County Board of Commissioners

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

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

Barry County has prepared the following COVID-19 Preparedness and Response Plan with input and guidance from the Michigan Municipal Risk Management Authority to comply with Governor Whitmer's Executive Order 2020-42 and subsequent Executive Order 2020-59 and the recommendations developed by the Occupational Health and Safety Administration and the recommendations developed by the Michigan State Court Administrative Office Model Local Administrative Order #50.

This plan is intended to provide guidance to Barry County's Elected Officials, Judges, Department Heads and employees for establishing protocols in accordance with relevant state and local orders concerning COVID-19 and to provide a framework for safely and efficiently re-opening the County and Courts Departments and Offices to all employees and the general public.

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

## **County Government and Court Status March 24, 2020 – June 8, 2020:**

Since March 24, 2020, Governor Whitmer has issued five (6) Executive Orders (2020-21, 2020-42, 2020-59, 2020-70, 2020-77, 2020-110) addressing Michigan residents and businesses concerning COVID-19, with the most recent order expiring Monday, June 1, 2020. Each order prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in the Executive Orders.

Under the Executive Orders, 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.

On April 17, 2020 the Michigan Supreme Court issued Administrative Order 2020-09, allowing courts to “proceed with activities related to all pending legal proceedings to the greatest extent possible” while still limiting to 10, the maximum number of people, including staff, in a space. Following the guidance and directive of SCAO AO 2020-09, the Barry County Trial Court implemented social distancing and mitigation measures to resume in-person work by most of its staff on May 1, 2020.

### **County Government & Court Status Beginning June 8, 2020:**

With the expiration of Executive Order 2020-77, "Temporary requirement to suspend certain activities that are not necessary to sustain or protect life," Barry County and the Barry County Trial Court has made the following determination regarding returning to work.

**County & Court Office Hours** – In accordance with federal and state orders, all County and Court offices and facilities will open to the public. Social distancing guidance and signs that illustrate COVID-19 symptoms and prevention will be posted for public viewing. The number of public individuals present at one time may be limited in county buildings or offices to ensure safe and effective social distancing for the continued safety of staff and visitors.

**Return to Work** – All County and Court employees are expected to return to their normal work schedules and work hours on or before June 8, 2020.

**Adherence to Protective Measures** – At all times while at work, employees must adhere to the protective measures outlined in this plan.

## **Protective Safety Measures**

***Sick Leave / Staying Home When Ill*** – Many times, with the best of intentions, employees report to work even though they feel ill. It is critical that employees do not report to work while they are experiencing symptoms such as fever, new or worsening cough, shortness of breath, or sore throat. Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Barry County’s applicable leave policies and collective bargaining agreements. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

***Employee Self Screening Before Entering the Workplace*** - A sample Employee Self Screening Questionnaire is attached as Appendix B. A self-screening questionnaire should be completed by all employees BEFORE entering the workplace and must comply with any screening process required by any state, federal or local rule, Barry County or the Barry County Trial Court. If an employee fails the screening process, he or she will be prevented from entering the premises until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

***Personal Protective Equipment*** - Barry County shall provide and make available to all Critical Infrastructure Workers (CIW) and any worker performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW.

***Wearing Face Masks at Work*** - Any in-person worker able to medically tolerate a face covering, is expected to wear a covering over his or her nose and mouth while at work as follows:

- When walking through public hallways, including utilization of restrooms;
- If someone enters their personal office or workspace, both parties should wear masks;
- During in-person meetings.

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

***Enhanced Social Distancing*** - Social distancing is a simple and effective way to help mitigate the transmission of COVID-19. Implementing the following efforts into your workday will help to protect yourself and your co-workers:

- Reasonably avoid coming within six (6) feet of other individuals;
- Watch for visual cues that reinforce distancing in common areas;

- Refrain from 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 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, vaults, etc.;
- Be aware of distances in elevators and hallways;

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

***Enhanced Hygiene*** - Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene. Please refer to the Center for Disease Control's Fact Sheets on Handwashing, Preventing the Spread of Germs, and Stop the Spread of Germs which are attached in Appendix F.

***Enhanced Cleaning and Disinfecting*** - Increased cleaning and disinfecting of common surfaces, equipment, and other elements of the public building environment outside of private office areas will be performed regularly by the custodial staff using products containing EPA-approved disinfectants. Each department will be responsible to clean and disinfect personal work areas, including but not limited to, frequently wiping down commonly used surfaces with approved disinfectant. Building & Grounds will provide departments and employees with access to disinfectant/cleaning products so that any commonly used surfaces can be wiped down before each use. If an employee that has been in the workplace in the previous fourteen (14) days tests positive for COVID-19, the County will increase cleaning measures following the CDC's Cleaning & Disinfecting Your Facility protocols attached in Appendix F.

***Tools and Equipment*** - To the extent possible, the sharing of tools and equipment among in-person employees shall be limited. Where sharing of equipment or tools is necessary, employees shall disinfect and clean each tool or piece of equipment following their use and before any other employee uses the tool or piece of equipment. Barry County will provide employees with disinfectant supplies for this purpose.

**Visitors** – Visitors are encouraged to conduct business with Barry County remotely ([www.barrycounty.org](http://www.barrycounty.org) or 269-945-1400) or by US mail whenever possible. All visitors entering county buildings to conduct business must complete a visitor screening questionnaire (appendix D) before they can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions they shall not be allowed into the building. Security will instruct the person to immediately exit the building and to contact the respective department by phone as soon as possible to determine if the visitor can be assisted remotely.

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

**Volunteers** – The County relies on numerous volunteers throughout a variety of departments to carry out the necessary work at any time during the year. Departments that utilize volunteers to complete necessary operations shall inform them of this plan and they shall be required to adhere to its requirements.

## **Employees with Suspected COVID-19**

### ***Suspected Cases***

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

- They are experiencing any of the following COVID-19 symptoms:
  - Fever of 100.4 degrees F or above;
  - New or worsening cough; and/or
  - Shortness of breath.

-OR-

- They are experiencing at least two of the following symptoms:
  - Chills/Repeated shaking;
  - Muscle pain;
  - Headache;
  - Sore throat;
  - New loss of taste or smell.
- They have been exposed to a COVID-19 positive person, meaning
  - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
  - In the last fourteen (14) days, the employee has had close contact (being within six (6) feet for a prolonged period of time without PPE) with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), they must immediately notify their Elected Official/Department Head and:

- If they are experiencing symptoms, they should self-isolate at home and contact their primary care physician. They will not be permitted to return to work until three (3) days have passed since symptoms have resolved *and* seven (7) days have passed since symptoms first appeared. They must also have three (3) days without fever (without fever reducing medication) and improvement in respiratory symptoms.

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

- Notify all employees who may have come into close contact (being within six (6) feet for a prolonged period of time without PPE) with the employee in the past 14

days (while not disclosing the identity of the employee to ensure the individual's privacy); and

- Ensure that the employee's work area is thoroughly cleaned.

## **Employees with Confirmed COVID-19**

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

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify their Elected Official/Department Head of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

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

- 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) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

***Workplace Coordinator*** - This COVID-19 Preparedness and Response Plan has been prepared in accordance with the requirements of Executive Order 2020-77; the recommendations developed by the Occupational Health and Safety Administration; and the recommendations developed by the Michigan State Court Administrative Office Model Local Administrative Order #50.

County Administration will continue to monitor and update the plan as necessary and communicate changes to Elected Officials, Judges, Department Heads and staff. Each Department Head or Elected Official shall serve as the workplace coordinator for their respective department/office to ensure that their staff are familiar with and implementing the requirements of the County's COVID-19 Preparedness and Response Plan.

## APPENDIX A

### CRITICAL INFRASTRUCTURE WORKERS

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

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-42 and Executive Order 2020-59, critical infrastructure workers also include<sup>1</sup>:

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

- 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.
- b. Workers at suppliers, distribution centers, or service providers, as described below.
  - 1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  - 2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in sub provision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  - 3. Consistent with the scope of work permitted under sub provision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  - 4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.

- f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- g. Workers at laundromats, coin laundries, and dry cleaners.
- h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

**APPENDIX B**  
**EMPLOYEE ENTRY SELF SCREENING QUESTIONNAIRE**  
**(To be completed before entering the workplace)**

In the past 24 hours have you experienced any of the following;

- \_\_\_\_\_ Fever of 100.4 degrees F or above;
- \_\_\_\_\_ New or worsening cough;
- \_\_\_\_\_ Shortness of breath.

Or at least two of the following:

- \_\_\_\_\_ Chills/Repeated Shaking
- \_\_\_\_\_ Muscle Pain
- \_\_\_\_\_ Sore Throat
- \_\_\_\_\_ Headache
- \_\_\_\_\_ New Loss of Taste or Smell

If you answer “yes” to any of the symptoms listed above, you must notify your Elected Official/Department Head and will not be permitted access to the premises. Employees should self-isolate at home and contact your primary care physician. You will not be permitted into the workplace until:

- Three (3) days have passed since symptoms have resolved and seven (7) days have passed since symptoms first appeared.
- You must also have three (3) days without fever (without fever reducing medication) and improvement in respiratory symptoms.

In the past 14 days have you:

- \_\_\_\_\_ Had close contact (being within six (6) feet for a prolonged period of time without PPE) with someone who has tested positive for COVID-19?
- \_\_\_\_\_ Traveled internationally or domestically to places that have been identified by the Center for Disease Control as an extremely high-risk area for contracting COVID-19?

\_\_\_\_\_      Been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

If you answer “yes” to either of these questions, you must notify your Elected Official/Department Head and will not be permitted access to the premises. Employees should self-isolate at home and contact their primary care physician.

## APPENDIX C

### EMPLOYEE RETURN TO WORK PLAN

Employees who fail the Employee Entry Self Screening Questionnaire will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever of 100.4 degrees F or above; new or worsening cough, shortness of breath) will not be permitted to return to work until either:

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

Employees\* who have been in “close contact” (being within six (6) feet for a prolonged period of time without PPE) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*\*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.*

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:

1. Self-monitor their symptoms; and
2. Adhere to social distancing; and
3. Wear a mask the entire day; and
4. Regularly disinfect and clean their workspace.

Employees who have engaged in domestic or international travel 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:

1. Via telework, if available and acceptable to the employees Elected Official/Department Head; and
2. Self-quarantine for fourteen (14) days.

**APPENDIX D**

**SAMPLE VISITOR  
COVID-19 SCREENING FORM**

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

- \_\_\_\_\_ Fever of 100.4 degrees F or above;
- \_\_\_\_\_ New or worsening cough;
- \_\_\_\_\_ Shortness of breath.

Or at least two of the following:

- \_\_\_\_\_ Chills/Repeated Shaking
- \_\_\_\_\_ Muscle Pain
- \_\_\_\_\_ Sore Throat
- \_\_\_\_\_ Headache
- \_\_\_\_\_ New Loss of Taste or Smell

If visitor answered “yes” to any of the symptoms listed above, visitor is not permitted access to the premises.

In the past 14 days have you:

- \_\_\_\_\_ Had close contact (within six (6) feet for a prolonged period of time without PPE) with someone who has tested positive for COVID-19?
- \_\_\_\_\_ Traveled internationally or domestically to places that have been identified by the Center for Disease control as an extremely high-risk area for contracting COVID-19?

If a visitor presents with symptoms of COVID-19 or answers “yes” to any of the screening questions they shall not be allowed into the building. Security will instruct the person to immediately exit the building and to contact the respective department by phone as soon as possible to determine if the visitor can be assisted remotely.

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

## APPENDIX E

### SAMPLE SIGNS FOR BUILDINGS

Attached are sample signs that can be posted at building entrances and inside work places illustrating COVID-19 symptoms and prevention measures.





**FACILITY GUIDELINES**

**Please keep your social distance.**



Social distancing  
means keeping



**6 feet apart**  
from others





## Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

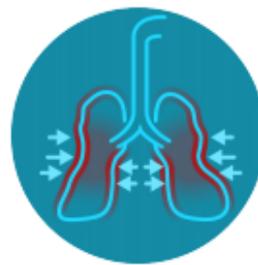
**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS OF  
BREATH**



CS 116129-A March 22, 2020 5:14 PM

[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)

## APPENDIX F

### FAMILIES FIRST CORONAVIRUS RESPONSE ACT NOTICE



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;
- ⅔ 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 ⅓ 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](https://dol.gov/agencies/whd)



WH1422 REV 03/20

**Request for Leave of Absence  
Families First Coronavirus Response Act**

Employee Name:	Phone Number:
Address:	Email Address:
Emergency Contact:	Phone Number:

**TYPE OF LEAVE REQUESTED**

Emergency Paid Sick Leave Act	Emergency FMLA Expansion Act
Time Permitted: Two weeks (10 days) maximum	Time Permitted: Twelve weeks total
Type of Leave: Paid Leave	Type of Leave: Two weeks unpaid. Ten weeks paid.
I am unable to work (or telework) for the following reason:	I am unable to work (or telework):
<input type="checkbox"/> I am subject to a federal, state or local quarantine or isolation order related to COVID-19. <input type="checkbox"/> I have been advised by a health care provider to self-quarantine due to concerns related to COVID. <input type="checkbox"/> I am experiencing symptoms of COVID and am seeking diagnosis. <input type="checkbox"/> I am caring for an individual who is subject to self-quarantine by a federal, state, or local order or was advised by a health care provider to self-quarantine.* <input type="checkbox"/> I am caring for my son or daughter (under the age of 18) because school or place of care has been closed due to COVID precautions. <input type="checkbox"/> I am experiencing other conditions substantially similar to COVID as specified by the Secretary of HHS.	<input type="checkbox"/> I am caring for my son or daughter (under the age of 18) because school or place of care has been closed due to COVID precautions, and <input type="checkbox"/> I have been employed by this employer for at least 30 calendar days.
Date Leave Will Begin:	Date Leave Will Begin:
Date You Will Return:	Date You Will Return:
<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent*	<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent*
Explain proposed schedule for intermittent leave:  <i>*Intermittent leave is only permitted for child care leave. Employer and employee must agree to intermittent leave.</i>	Explain proposed schedule for intermittent leave:  <i>*Employer and employee must agree to intermittent leave.</i>
Please indicate the following:	
<input type="checkbox"/> I wish to continue my health insurance benefits while on leave. I understand that I am responsible for making timely payments for my portion of the premiums. <input type="checkbox"/> I wish to substitute accrued PTO or sick time to supplement my paid time off as follows: _____ PTO Hours      _____ Sick Time Hours (Employee may not earn more than 100% of their salary.)	<input type="checkbox"/> I wish to continue my health insurance benefits while on leave. I understand that I am responsible for making timely payments for my portion of the premiums. <input type="checkbox"/> I wish to substitute accrued PTO or sick time to supplement my paid time off as follows: _____ PTO Hours      _____ Sick Time Hours (Employee may not earn more than 100% of their salary.)

**Job Protected Leave:** Employers with 25 or more employees are required to hold the employee's position while an employee is taking leave under the Emergency Family and Medical Leave Expansion Act. If the position does not exist upon the employee's return due to economic circumstances or operating conditions, the employer is obligated to make a reasonable effort to find an equivalent position.

**Maximum Leave of Absence Rights:** An employee is entitled to a combined maximum of 12 weeks, including any additional federal FMLA the employee may have taken during a 12 month period as defined by the employer.

**Provide Documentation Supporting Eligibility:** Please include documentation supporting eligibility for this leave. The employer reserves the right to tentatively approve your request for leave pending receipt of doctor's confirmation that you qualify. A letter from your doctor, the health care provider's name, or evidence that the daycare is closed will help expedite approval of your request. The employer is responsible for substantiation and tax credit submissions.

I certify that the above information is accurate and complete. I understand if I fail to report to work on or before the scheduled return date or fail to contact Human Resources at # \_\_\_\_\_, my employer may take corrective action.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_      Employer Signature     Approved     Denied      Date \_\_\_\_\_



**LEAVE REQUEST TO CARE FOR SON OR DAUGHTER  
DURING COVID-19 PANDEMIC**

Your Name: \_\_\_\_\_  
                    First Middle Last

Start Date Leave is Needed: \_\_\_\_\_ End Date: \_\_\_\_\_

Your Son(s) or Daughter(s) in Your Care:

\_\_\_\_\_  
First                      Middle                      Last                      Date of Birth

I cannot work (including telework) because I need to provide care for my son and/or daughter.

\_\_\_\_ School closed. Name of school \_\_\_\_\_  
(Please provide documentation that school is closed during leave)

\_\_\_\_ Place of child care closed. Name of place of care \_\_\_\_\_  
(Please provide documentation that child care is closed during leave)

\_\_\_\_ Child care provider not available. Name of provider \_\_\_\_\_  
(Please provide documentation that child care provider is not available during leave)

*I certify that the information I am providing on this Leave Request is true and complete. Falsification or omission of information may lead to discipline, including termination.*

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

For Human Resources:

Dates paid: \_\_\_\_\_ Total amount paid: \_\_\_\_\_

Employees will be paid at 67% of their wages and may use accrued leave hours to supplement.

**COVID-19 PAY SUPPLEMENT FORM**

Please complete the applicable section below and return with your Leave Request for COVID-19 to the County Clerk's Office.

Please place an X in the appropriate box:

I want to apply for COVID-19 pay from \_\_\_\_\_ to \_\_\_\_\_, I also want to supplement my pay with sick, vacation, personal or comp hours  
Please use hours in this order \_\_\_\_\_ (example: sick, vacation, personal)

I want to apply for COVID-19 pay from \_\_\_\_\_ to \_\_\_\_\_. I **do not** want to supplement my pay with leave hours.

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

Name Printed: \_\_\_\_\_

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

## APPENDIX G

### OTHER RESOURCES

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

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-525182--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html)

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

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

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-525278--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html)

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

Helpful CDC Guidance:

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

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

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

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

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

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

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

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

## 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.



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention

## 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).