

**CALHOUN COUNTY
POLICY STATEMENT**

COVID-19 RESPONSE

SUBJECT:	DATE APPROVED:	EFFECTIVE: Immediately	POLICY NO. n/a
TEMPORARY REQUIREMENTS FOR PROTECTIVE SAFETY MEASURES	6/7/2021	REPLACES: 5/24/2021, 5/10/2021, 5/1/2021, 4/8/2021, 2/23/2021, 1/5/2021, 10/21/2020, 5/21/2020	

- I. **PURPOSE:** Calhoun County’s commitment to responsive leadership includes providing a safe, healthy, and productive work environment for employees, as well as protecting the public being served, during public health emergencies. This policy allows for the Administrator/Controller to implement measures to safeguard the welfare of its employees and the public, while maintaining County government and Court operations in the most effective and efficient manner.

- II. **RESPONSIBILITY:** The County Administrator/Controller is responsible for the administration of this policy.

- III. **POLICY:** The County Administrator/Controller shall consult with the Health Officer and other applicable personnel as needed to determine when to activate the terms, duration, and any needed adjustments to this policy. The policy provisions are consistent with the Calhoun County Safe Start COVID-19 Preparedness and Response Plan and the following provisions shall apply:
 - 1. **Employee Screening Before Entering the Workplace:** An Employee Screening Questionnaire is attached as Appendix A and shall be completed by all employees before being permitted into a County building. The screening questionnaire will also be available via mobile app for employee convenience. Employees shall complete the screening questionnaire prior to leaving home and should contact their supervisor or department designee for direction if they meet the criteria for a suspected case as described below. If the employee does not have a thermometer at home to take their temperature, they need to make prior arrangements with their supervisor or department designee to have their temperature taken before entering the building.

Employees that do not meet the criteria of a suspected case will be allowed to enter the building after providing either the signed questionnaire or a completed mobile app response to their supervisor or department designee. Employees that report symptoms of a suspected case will be prevented from entering the building until the return to work requirements have been met in Appendix B. Screening records must be maintained for six months from the time of generation.

 - 2. **Sick Leave Policies:** Workers are required to stay home if they are sick. Employees are permitted to take paid leave consistent with the Calhoun County's applicable PTO and other paid and unpaid leave policies. Questions regarding leave shall be directed to Human Resources. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

3. **Personal Protective Equipment:** Calhoun County shall provide all employees performing in-person work with non-medical grade face coverings or personal protective equipment (PPE) in accordance with CDC guidance as well as any state or local orders. Any in-person worker that is not fully vaccinated as defined by the CDC must wear a face covering/mask when indoors in County buildings or vehicles, unless they are unable to medically tolerate a face covering. Unvaccinated employees who work in a private office must wear a face covering any time they leave their office or when someone else comes into that private office space or in any instance in which a 6ft distance cannot be maintained, while indoors. Fully vaccinated employees must continue to wear face coverings in the Courts, in health care settings where patients are present, when using an airplane or public transportation for travel, and any other facility/office that determines it is necessary, with those employees being notified by their respective department directly.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (*e.g.*, respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

4. **Enhanced Social Distancing:** The County will direct employees, except those fully vaccinated, to remain at least 6 feet from one another to the maximum extent feasible while on worksite premises. Ground markings, signs, or physical barriers may also be used, if needed, to continue social distancing between employees and between an employee and customers. The number of employees permitted in any break room or lunch room may be limited to ensure social distancing. Fully vaccinated employees are not required to socially distance themselves from others.

Employees will be provided with appropriate personal protective equipment appropriate to their job following guidance from the Occupational Safety and Health Administration (“OSHA”) and the Centers for Disease Control and Prevention (“CDC”) and in accordance with applicable state orders and rules. Calhoun County may consider alternating days or extra shifts that reduce the total number of employees in the workplace at one time to encourage social distancing.

In-person meetings should be conducted with PPE and appropriate social distancing except for fully vaccinated employees and visitors.

Calhoun County will follow the most updated state and federal guidance with respect to prevention and mitigation measures. Various posters have been posted within the workplace to inform employees of recommended prevention and mitigation measures. Finally, Calhoun County will adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

5. **Remote Work:** Remote work may be allowed for employees as feasible based on job duties, service to the public and individual job performance. All remote work must be coordinated and authorized by Elected Officials and Department Heads, and be conducted in accordance with the County’s Temporary Telecommuting Policy.

6. **Enhanced Hygiene:** Employees and visitors are encouraged to wash hands frequently, to cover coughs and sneezes with a tissue or use the inside of their elbow, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or access hand sanitizer. Signs regarding proper hand washing methods will be posted in all restrooms.
7. **Enhanced Cleaning and Disinfecting:** Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly, based on the latest CDC guidance, using products containing EPA-approved disinfectants.

Departments will provide employees with access to disposable disinfectant wipes, or other similar cleaning material(s), so that any commonly used surfaces can be wiped down. When choosing cleaning chemicals, Calhoun County will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

How to Clean and Disinfect:

- i. Frequently touched surfaces shall be cleaned with soap and water.
- ii. Cleaned surfaces should then be disinfected with spray or wipes.
- iii. Clean high touch surfaces routinely, including: tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks, copiers, etc. The County's maintenance and contracted janitorial personnel will clean and disinfect surfaces in common and public areas, as well as restrooms.

Enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. The following methods will be used for enhanced cleaning and disinfection:

- Area(s) used by sick employees will be temporarily closed off until properly disinfected.
 - Maintenance and janitorial crews will clean and disinfect all areas affected.
 - CDC Guidelines to Cleaning and Disinfecting Facilities will be followed.
8. **Vaccinations:** The County encourages all employees to voluntarily receive vaccinations for COVID-19 as they become available. Department Heads shall allow employees time off work as operationally feasible to receive the vaccine if it is being offered in the employee's normal work day without the use of PTO being required. If an employee happens to experience a negative immune response from receiving the vaccination and they are unable to work, the County will provide up to one-day of paid leave and the employee will not be required to use PTO. If additional time off is needed, it may be extended through the approval of the HR Director depending on the circumstances.

9. **Employee with Suspected or Confirmed COVID-19 Case:**

Suspected Case: An employee will be considered to have a Suspected Case if:

- They are experiencing any one (1) new or unexpected of the following COVID-19 symptoms:
 - Fever of at least 100.4F

- Shortness of breath
- Continuous cough
- New/loss of taste or smell

OR

- They are experiencing at least two (2) new or unexpected of the following COVID-19 symptoms:
 - Chills/Repeated shaking with chills
 - Muscle aches and pain
 - Headache
 - Sore throat
 - Fatigue/lethargy/weakness
 - Nausea/Vomiting

COVID-19 symptoms are often similar to seasonal allergies, colds, and flu/influenza.

- 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
 - They were notified that they were in close contact with someone testing positive for COVID-19. A close contact is someone who is within 6 feet of an infected person for at least 15 minutes.

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

- Immediately notify supervisor and/or Human Resources COVID-19 Workplace Coordinator; and
- Follow Return to Work Requirements in Appendix B.

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

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

Confirmed Case: An employee will be considered a Confirmed Case of COVID-19 when that person tests positive for COVID-19 or the provider has made a differential diagnosis of COVID-19.

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

- Immediately notify supervisor and/or Human Resources of his or her diagnosis; and
- Follow the Return to Work Requirements in Appendix B.

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

- Conduct a close contact investigation (individuals within 6ft for more than 15 minutes) and notify employees who were in close proximity to the individual;
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

9. **Return to Work:** Employees meeting the criteria for a suspected or confirmed case of COVID-19 shall be returned to work in accordance with the provisions in Appendix B.

10. **Visitors:** The County will follow State of Michigan and/or CDC guidelines regarding the use of masks by members of the public. Visitors entering the buildings may be screened, and signs informing visitors of mask requirements will be posted. Employees required to screen visitors should use the screening questionnaire, attached as Appendix C, 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.

Employees should avoid confrontation if a visitor becomes argumentative, and contact law enforcement personnel as needed for assistance.

11. **Policy Violation(s):** Any violations of this policy may result in discipline, up to and including termination of employment, depending on the situation.

12. **Other:** Changes may need to be made to this policy and appendices, possibly with short notice, depending on guidance from the CDC, public health department, and state/federal requirements.

APPENDIX A



Calhoun County Human Resources
315 W. Green St., Marshall, MI 49068
Phone: 269-781-0992

Calhoun County Public Health Department
190 E Michigan Ave., Battle Creek, MI 49014
Phone: 269-969-6370

COVID-19 Employee Screening Questionnaire

Employee Name: _____ Date: _____ Time: _____

In the past 24 hours, have you experienced:

Any new or unexpected symptoms from the following list (Group A):

Fever (above 100.4 °F):	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Shortness of Breath:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Current Temperature: _____ °F
Continuous Cough:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
New/Loss of Taste or Smell:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

If you answered yes to any of the above symptoms, it is considered a suspected case of COVID-19.

Have you have been exposed to a COVID-19 person? Yes No
If yes, have you been fully vaccinated Yes No

If you have been fully vaccinated, then you are not required to quarantine due to the exposure.

Exposure to COVID-19 person - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or you were notified that you were in close contact with someone testing positive for COVID-19)

Any two (2) new or unexpected symptoms from the following list (Group B):

Chills/Repeated Shaking w/Chills:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Muscle Aches and 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
Fatigue/Lethargy/Weakness	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Nausea/Vomiting	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If you answered yes to any two (2) of the symptoms, it is considered a suspected case of COVID-19.

If the employee believes they qualify as a Suspected Case (as described above), the employee should stay home and must:

- Immediately notify supervisor and/or Human Resources COVID-19 Coordinator;
- Follow Return to Work Requirements in Appendix B of the Temporary Requirements for Protective Safety Measures Policy

If the employee successfully meets the screening criteria and is not believed to be a Suspected Case (as described above), the employee must check and sign below:

_____ Yes, I will wear a face covering while in any indoor public space within the premises of Calhoun County or any indoor space within Calhoun County premises where two or more people are present, unless I am fully vaccinated as defined by the CDC, or work in the Courts or other department that require masks regardless of vaccination.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



APPENDIX B

Calhoun County Human Resources
315 W. Green St., Marshall, MI 49068
Phone: 269-781-0992

Calhoun County Public Health Department
190 E Michigan Ave., Battle Creek, MI 49014
Phone: 269-969-6370

COVID-19 Employee Return to Work Requirements

Employees who do not meet the COVID-19 Employee Screening Questionnaire criteria will only be permitted to return to work under the following circumstances:

1. Employees who test positive for COVID-19 will not be permitted to return to work until:
 - a. They are no longer infectious according to the latest guidelines from the CDC and/or the Public Health Department or provider has released the individual from isolation.
2. Employees who display one or more of the principal symptoms of COVID-19 (as described in the Employee Screening Questionnaire) will only be permitted to return to work until:
 - a. A differential medical diagnosis; or
 - b. The employee has isolated at home for 14 days, or other duration as recommended by the public health department or provider, and principal symptoms are improving; or
 - c. A negative PCR COVID test result.

Employees who have been in “close contact”* (within 6 feet for 15 minutes or more) with an individual who has tested positive for COVID-19, within 48 hours of the onset of their illness; or have been notified that they were in close contact within someone testing positive for COVID-19, will not be permitted to return to work until:

- a. If quarantined by a public health official or provider, until released by the public health official/provider; or
- b. 10 days have passed since the last exposure to the positive case, or other duration as recommended by the public health department or provider.

*The “close contact” rule may not apply to the following classes of workers: health care professionals; first responders (e.g., Law Enforcement); certain Juvenile Home workers; workers at correctional facilities (e.g., County jail corrections officers).

3. Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:
 - a. Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine).
 - b. Have remained asymptomatic since the current COVID-19 exposure.

Note: If a situation arises that is not covered above, the Department Head/Elected Official or Human Resources will consult with the Health Officer for return to work criteria.



APPENDIX C

Calhoun County Human Resources
315 W. Green St., Marshall, MI 49068
Phone: 269-781-0992

Calhoun County Public Health Department
190 E Michigan Ave., Battle Creek, MI 49014
Phone: 269-969-6370

COVID-19 Visitor Screening Questionnaire (Required Facilities Only)

Court/Office Visiting: _____ Date: _____

Visitor Name: _____ Time-In: _____

In the past 24 hours, have you experienced:

Any new or unexpected symptoms from the following list (Group A):

Fever (above 100.4 °F): [] Yes [] No
Shortness of Breath: [] Yes [] No
Continuous Cough: [] Yes [] No
New/Loss of Taste or Smell: [] Yes [] No
Current Temperature: _____ °F

If the visitor answered yes to any of the above symptoms, it is considered a suspected case of COVID-19.

Have you have been exposed to a COVID-19 person? [] Yes [] No
If yes, have you been fully vaccinated [] Yes [] No

(Exposure to COVID-19 person - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or you were notified that you are a close contact with someone testing positive)

If the visitor answered yes to being exposed to a COVID-19 person and are not vaccinated, it is considered a suspected case of COVID-19.

Any two (2) new or unexpected symptoms from the following list (Group B):

Chills/Repeated Shaking w/Chills: [] Yes [] No
Muscle Pain: [] Yes [] No
Headache: [] Yes [] No
Sore Throat [] Yes [] No
Fatigue/Lethargy/Weakness [] Yes [] No
Nausea/Vomiting [] Yes [] No

If the visitor answered yes to any two (2) of the symptoms, it is considered a suspected case of COVID-19.

If the visitor is not a suspected case as described above allow into the facility and:

- Notify the visitor they are required to wear a face covering while in any public spaces within the premises.
If visitor indicates they cannot tolerate a face covering, do not allow access, but assist the visitor via alternative means.

Completed By: _____ Date: _____

Notes: _____