

**CALHOUN COUNTY  
POLICY STATEMENT**

<b>SUBJECT:</b>  INFECTIOUS DISEASES CONTROL AND PROTECTIVE SAFETY MEASURES	<b>DATE APPROVED:</b>  6/15/2023	<b>EFFECTIVE:</b> Immediately	<b>POLICY NO.</b> 372
		<b>REPLACES:</b>  NEW	

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. Calhoun County will take proactive steps to protect the workplace in the event of an infectious disease outbreak. 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 County will monitor and follow guidance from Michigan Department of Health and Human Services (MDHHS), Michigan Occupational Safety and Health Administration (MIOSHA), Occupational Safety and Health Administration (OSHA), Centers for Disease Control and Prevention (CDC), and State Court Administrative Office (SCAO)/Local Court orders.

**1. Notification**

Human Resources must be notified immediately that a communicable disease risk may exist to limit additional exposure and to reduce risk and liability for the employer. Supervisors, the infected employee (e.g. employee with infectious disease diagnosis), and other employees who are made aware should contact Human Resources immediately.

Human Resources will confirm the source, verify the information, and obtain facts about the employee and disease/condition. Human Resources will discuss available resources including Family Medical Leave Act (FMLA) leave, reasonable accommodations under the Americans with Disabilities Act (ADA), and the Employee Assistance Programs.

Calhoun County will determine the scope of liability, including who is at risk for contracting the disease and severity of the disease.

The County will communicate directly with impacted individuals, as well as provide general notice to all employees, the public, and vendors. When mandated, the County will report infection date to the necessary entity (e.g., OSHA, health department).

## **2 Preventing the Spread of Infection in the Workplace**

Calhoun County will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles, and railings. A coordinator/committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace:

- Frequent hand washing with warm, soapy water
- Covering your mouth whenever you sneeze or cough
- Discarding used tissues in wastebaskets
- Using alcohol-based hand sanitizers throughout the workplace and in common areas
- Following any specific health and safety recommendations issued by the County and the Health Officer (or other related agency)

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule. Supervisors are encouraged to provide flexibility and compassion when evaluating requests.

Upon advisement from public health officials, the County may implement some or all the following prevention practices:

- Temperature screening
- Limiting business-related travel
- Telecommuting
- Social distancing
- Use personal protective equipment (PPE)

## **3 Staying Home When Ill**

We provide paid time off and other benefits to compensate employees who are unable to work due to illness. See your collective bargaining agreement or Policy #340 – Employee Benefits for details.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms of an infectious disease. Employees who report to work ill will be sent home in accordance with health guidelines. When employees are sent home due to illness during an infectious disease outbreak, the employee will be provided with the related health guideline and source (e.g. CDC)

## **4 Confidentiality of Medical Information**

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your healthcare provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work.

Calhoun County will treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with human resources, supervisors, managers, first aid and safety personnel, and government officials as required by law.

**5 High-Risk Work Locations**

Infectious disease guidance may be different for healthcare, long-term care, corrections, and other high-risk work locations. Employees within these settings must follow whichever guidance is stricter: the specific guidance for their high-risk setting or the County guidance.

**6 Policy Violation(s)**

Any violations of this policy may result in discipline, up to and including termination of employment, depending on the situation. Any concerns or questions regarding this policy and/or compliance related issues shall be immediately reported to Human Resources.

**7 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.