

**CHIPPEWA COUNTY
BOARD OF COMMISSIONERS**

Special Board Session
November 18, 2020

The Chippewa County Board of Commissioners met on Wednesday, November 18, 2020, at 3:30 p.m. in the 50th Circuit Courtroom.

Chairman Jim Martin called the meeting to order at 3:30 p.m. with a quorum present. The meeting was also available via Zoom. Commissioner Savoie led the Pledge of Allegiance.

PRESENT: Commissioners: Robert Savoie, Scott Shackleton, and Chairman Jim Martin,
and Don McLean via Zoom.

ABSENT: Commissioner Conor Egan

ALSO, PRESENT: Deputy Administrator Kelly Church, Administrator Jim German, Sheriff Mike Bitnar, Prosecutor Robert Stratton, Erik Baron, and Cathy Maleport, Clerk.
Present via Zoom: Missy Robbins, Ashley Ball, Asst. Prosecutor Jillian Sadler, Taylor Worsham, Missy Youngblood, M Smith, Sharon Kennedy, Register of Deeds/Equalization Director, J Karr, Lana Steinhaus, Christy, and Jenny Pierce.

ADDITIONS, DELETIONS AND AGENDA APPROVAL

It was moved by Commissioner Shackleton, seconded by Commissioner Savoie, to approve the agenda with the addition, under New Business, item B, COVID Readiness Plan. On a voice vote, the motion carried.

PUBLIC COMMENTS

No public comments were offered.

NEW BUSINESS

A) Personnel Issues

It was moved by Chairman Martin, seconded by Commissioner Shackleton, to terminate the Public Defender, Jennifer France, an at-will employee effective end of the business, December 31, 2020. A brief discussion followed with Commissioner Shackleton stating that he certainly does not take any pleasure in this; these are always difficult issues, but for various reasons it appears, that it is in the best interest of the County to go in a different direction. Commissioner Savoie echoed Commissioner Shackleton's comments and thanked Ms. France for her years of service. On a voice vote, the motion carried.

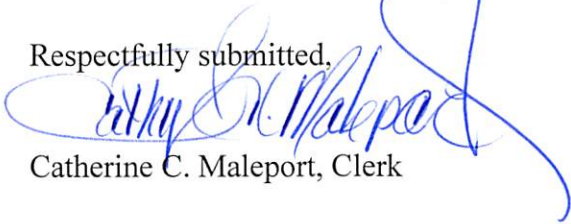
B) COVID Readiness Plan

Commissioner Shackleton pointed out and confirmed that the County has an approved readiness plan, and that is what we're going with. The Administration is making sure that it is again distributed for everybody's information and to follow it. He further explained that he wanted it for discussion and to confirm that we have it and that's what we're going by.

The attached document puts it in an expanded format that which we have adopted. We don't need to reinvent the wheel at this time; we need to go by what we decided.

Having completed the agenda items, it was moved by Commissioner Savoie, seconded by Commissioner Shackleton, to adjourn. The Board adjourned at 3:36 p.m.

Respectfully submitted,



Catherine C. Maleport, Clerk

James Martin, Chairman

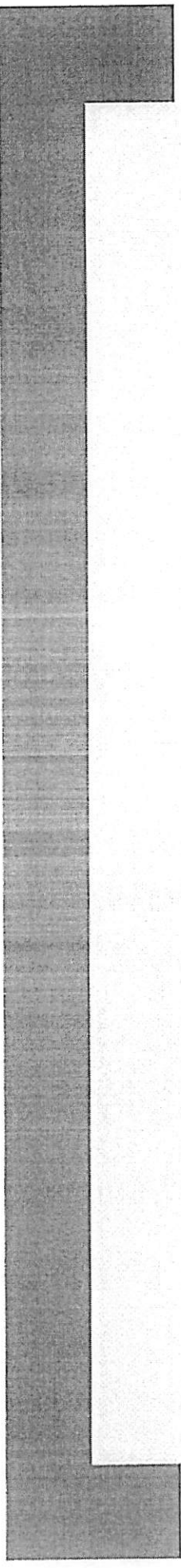
Preparedness and Response Plan Summary for Employees

November 18, 2020



Employee Questions

We understand that many employees have questions about safety as well as the changes to procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of all of our employees seriously.



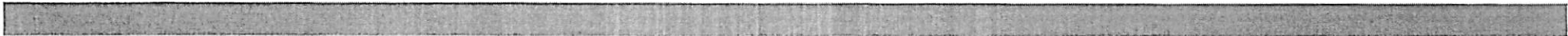
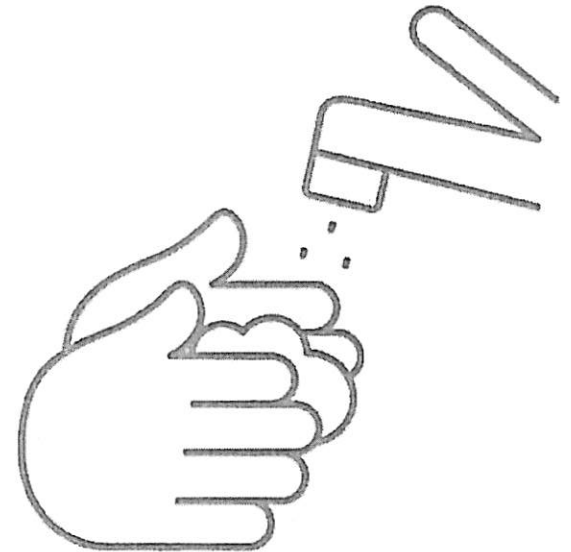
What we are doing:

- All employees and visitors will be screened for COVID-19 symptoms (fever or chills, shortness of breath, cough, muscle or body aches, headache, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea, travel) and possible exposure.
- Common areas and frequently touched surfaces are being cleaned daily by custodial/maintenance staff. Cleaning supplies will be available, and employees must clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Masks are being provided to employees and must be worn in shared public spaces, including during in-person meetings, and in restrooms and hallways.
- Common equipment (copiers, postage meter, telephone, vehicle) is to be cleaned before and after each use. Cleaning supplies will be made available for this purpose.
- Partitions have been added to work spaces
- Business travel remains restricted to essential travel only as approved by administration.

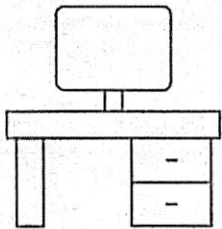


What you can do:

- Stay home or go home if you are sick.
- Maintain social distancing practices (6 feet) in the workplace.
- Follow cleaning product instructions when cleaning your work areas at least twice daily.
- Wash your hands frequently or use hand sanitizer. Make sure to do this if touching questionable or multiple surfaces.
- Cover your nose and mouth when sneezing or coughing(elbow technique).
- Avoid touching your face.
- Wear a face covering in common areas such as hallways, restrooms, and if standing/working less than 6 feet from someone else. Feel free to wear more often.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible. If using common equipment, sanitize before and after each use.
- Talk to your supervisor or Administration if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk or to report an unsafe working condition.
- Follow all procedures and practices.
- Be kind. Understand that this is a stressful time for everyone. An extra bit of kindness right now can go a long way.

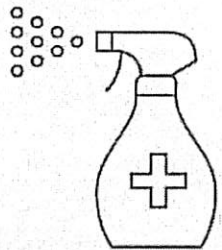


Frequently Asked Questions



Remote Working

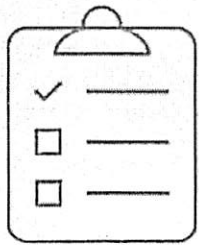
We expect all employees to report to work unless there is a legitimate reason for possible telework, such as an employee with a medical condition or caregiving responsibilities that prevent the employee from returning to the workplace temporarily. You should discuss your specific circumstances with your supervisor and then Administration.



Is it safe to return to work?

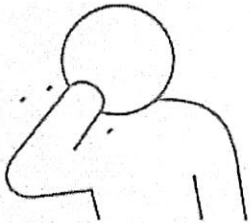
We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local health department. We have implemented practices such as employee/public health screenings and social distancing practices to keep our workplace healthy.

Frequently Asked Questions, cont.



Do I have to answer medical questions when reporting to work?

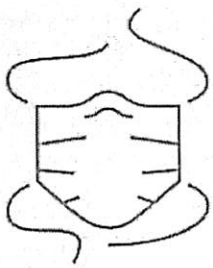
All employees and visitors will be required to answer questions regarding COVID-19 symptoms before entering our buildings. Individuals who refuse to answer health screening questions will be encouraged to receive services remotely and may be asked to leave the building. (Employees will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action). Please see your employee contract/policies regarding use of paid and unpaid leave for unexcused absences.



What should I do if I feel sick?

Employees who feel ill should notify their supervisor and not report to work. If you are already at work and begin feeling sick, you should notify your supervisor and go home immediately. Employees can utilize accrued personal time hours and/or other paid leave that may be available. Contact Administration for more information on available paid time off.

Frequently Asked Questions, cont.



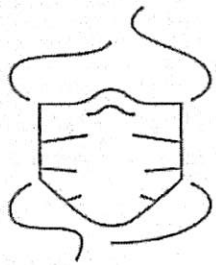
Do I have to wear a mask at work?

Employees are asked to wear a mask at work when it is not possible to maintain social distancing, and when walking in public hallways or restrooms. Employees in positions with frequent person-to-person and unshielded contact are required to wear masks when dealing with the public. If you have a medical condition that restricts you from wearing one, please speak with Administration.

How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees who might have come in close contact with the employee of the possible exposure. Employees who have been potentially exposed will be sent home and asked to telework, if possible for 14 days. The immediate work area will be closed off. A thorough cleaning of the workspace used by the infected individual will be conducted, including commonly used equipment.

Frequently Asked Questions, cont.



What is the correct way to wear a mask?

Secure ties or elastic bands at middle of head and neck. Fit flexible band to nose bridge. Fit snug to face, over nose and below chin.

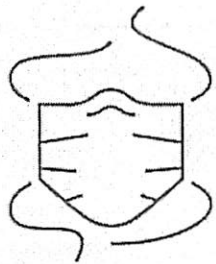
When removing, grasp bottom ties or elastics of the mask, then the ones on the top, and remove without touching the front. If cloth mask, wash with hot water. Disposable masks should be discarded. Only wear one time.

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

What is the correct way to remove gloves?

The outside of gloves is contaminated. Grasp outside of glove with opposite gloved hand and peel off. Hold removed glove in gloved hand. Slide fingers of ungloved hand under remaining glove at wrist. Peel glove off over first glove. Discard gloves in waste container.

Frequently Asked Questions, cont.



Families First Coronavirus Response Act: Employee Paid Leave Rights

The Act provides two week (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis. If the employee exceeds the 80 hours, the employee would to revert back to utilizing their own time.

FFCRA, continued

The Act also provides two weeks (up to 80 hours) of paid sick leave at two-thirds the employees regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine, or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor. An additional 10 weeks at two-thirds is possible. Employees are eligible to use PTO to maintain full-time pay.

Changes we have made

In the past months, we added sneeze guards, entry protocols, social distancing signs, discontinued use of drinking fountains, reconfigured office and court spaces. We will continue to monitor the pandemic circumstances and will consider implementing technology or work space modifications to keep our buildings safe going forward.

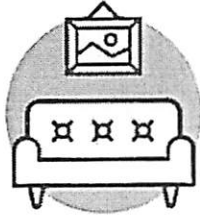
The County will continue to provide guidelines and handouts to help adhere to all the changes and recommendations as they are stipulated.



PREVENT THE SPREAD OF COVID-19

WORKPLACE SAFETY GUIDELINES

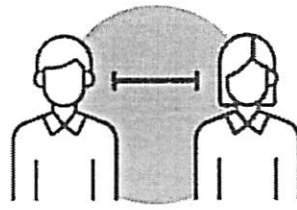
Use these guidelines and safety tips to limit potential exposure to COVID-19 and to help keep yourself and co-workers safe and healthy while returning to work.



Stay home if you're sick



Practice good hygiene



Stay 6 feet from others



Wear a face covering

Follow these hygiene tips



- ✓ Avoid touching eyes, nose or mouth with unwashed hands.
- ✓ Wash hands frequently with soap and water for at least 20 seconds between fingers, back of hand and fingernails.
- ✓ Use hand sanitizer when soap and water are unavailable.
- ✓ Cover your mouth and nose when coughing or sneezing.
- ✓ Clean and disinfect frequently touched objects and surfaces.

Stay home if you have these abnormal/new symptoms



Coughing



Runny nose



Sneezing



Fever



Shortness of breath

For other workplace safety guidelines and resources visit Michigan.gov/MIOSHA or call the work safety hotline at 855-SAFEC19 (855-723-3219).



MICHIGAN DEPARTMENT OF
LABOR & ECONOMIC
OPPORTUNITY





Chippewa County COVID-19 Preparedness and Response Plan²

Date Implemented: May 14, 2020

Date revised (Executive Order 2020-59): _____

² This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-42 and Executive Order 2020-59, a copy of your Plan must be available at your headquarters or worksite.

Chippewa County COVID-19 Preparedness and Response Plan Table of Contents

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Model COVID-19 Preparedness and Response Plan³

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, Chippewa County have prepared the following COVID-19 Preparedness and Response Plan (“Plan”). 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 Order 2020-59 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 Executive Orders 2020-42 and 2020-59.

Under Executive Orders 2020-42 and 2020-59, 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.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Chippewa County’s labor agreements and County handbook. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work

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

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be prevented from entering

³ This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-42 and Executive Order 2020-59, a copy of your Plan must be available at your headquarters or worksite.

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

Chippewa 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. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. 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.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly (at least every other hour) 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. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the effected area will be sanitized immediately.

Tools and Equipment

Chippewa County limits the sharing of tools and equipment among in-person employees. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Chippewa County will provide employees with disinfectant wipes and other disinfecting products for this purpose.

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 prior to entering the building. A screening questionnaire should 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 visitor handout regarding what to do if you might have COVID-19.

Chippewa 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.

Employees with Suspected or Confirmed COVID-19 Cases

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;
 - Shortness of breath; and/or
 - Continuous cough.OR
- They are experiencing at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat and/or
 - 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 14 days, the employee came in close contact 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), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

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

- Notify all employees who may have come into close contact (being within approximately six 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.

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 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 supervisor and/or Human Resources contact 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 Chippewa County will:

- **Notify all employees who may have come into close contact with the employee (being within approximately six 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 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.**

Business Continuity Plans

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

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 include⁴:

- 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.

⁴ 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.

- 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 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.

APPENDIX B

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In order to access the workplace, I affirm that in the past 24 hours, I have not experienced:

- An atypical cough**
- Atypical shortness of breath**

Or at least two of the following:

- Fever of 100 degrees F or 37.8 degrees C, or above**
- Chills/Repeated Shaking**
- Muscle Pain**
- Sore Throat**
- Headache**
- New or Loss of Taste or Smell**

If you answer “yes” to any of the symptoms listed above, you will not be permitted access to the premises. Please self-isolate at home and contact your primary care physician for direction.

- **You should isolate at home for a minimum of 7 days since symptoms first appear.**
- **You must also have 3 days without fever and improvement in respiratory symptoms.**

In the past 14 days have you:

- Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?**
- Traveled internationally or domestically?**

If you answer “yes” to either of these questions, you are not permitted access to the premises. Self-quarantine at home for 14 days.

If no to all of the above, please check and sign below and proceed to enter the workplace premises:

I will wear a face covering while in any public spaces within the premises.

[Include if you wish to have employees attest to their answers]

Signature: _____ Date: _____

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening 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, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 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 approximately six feet for a prolonged period of time) 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.

APPENDIX D

**SAMPLE VISITOR
COVID-19 SCREENING FORM**

Court/Office Visiting: _____

Visitors Name: _____ Appointment Date: _____ Time In: _____

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

- _____ An atypical cough
- _____ Atypical shortness of breath

Or at least two of the following:

- _____ Fever of 100 degrees F or 37.8 degrees C, or above
- _____ Chills/Repeated Shaking
- _____ Muscle Pain
- _____ Sore Throat
- _____ Headache
- _____ New or Loss of Taste or Smell

**If visitor answered "yes" to any of the symptoms listed above, visitor is not permitted access to the premises.
Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.**

In the past 14 days have you:

- _____ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?
- _____ Traveled internationally or domestically?

If visitor answered "yes" to either of these questions, visitor is not permitted access to the premises.

_____ **Visitor is required to wear a face covering while in any public spaces within the premises.**

Security Officer or Employee:

Contacted Court/Office and informed them the visitor was not allowed into the building.

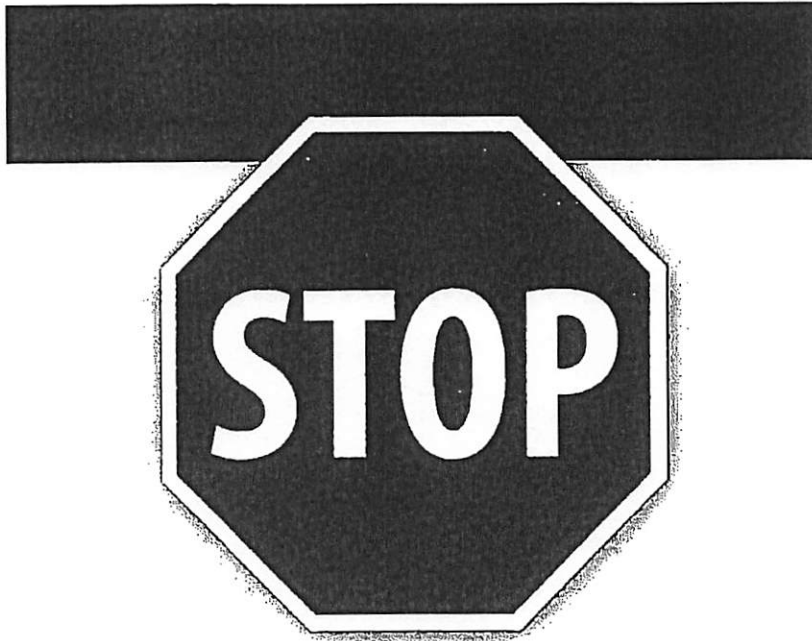
Date: _____ Time: _____ Spoke to: _____

APPENDIX E

SIGNS FOR BUILDINGS

Spectrum Health employer resources provided these signs: one that can be posted at building entrances and one illustrating COVID-19 symptoms and prevention measures, which can be posted inside work places.

<https://www.spectrumhealth.org/covid19/employer-resources>



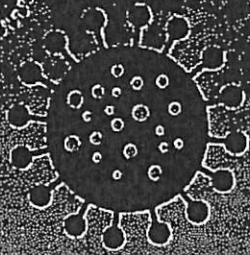
Only Enter This Building If You:

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS

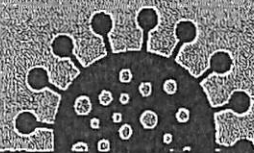


RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.* If your symptoms are life-threatening, call 911.

*Free screening available for all individuals in the state of Michigan.

For more information visit spectrumhealth.org/covid19.

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APPENDIX F

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_90705-526894--,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_98455-527027--,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>

APPENDIX G

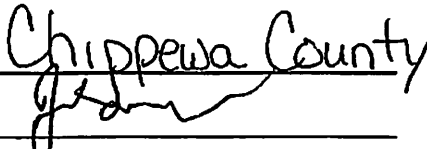
**Chippewa County
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

This is to certify that I have reviewed the Chippewa 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.
3. The plan is available on the Chippewa County website www.chippewacountymi.gov and at each Chippewa County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Chippewa County
Signature: 
Name of Official: Jim German
Title: Administrator / CFO
Date: 5/26/2020