



**Kalkaska County**

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

**Date Implemented: April 29, 2020**

**Date revised (Executive Order 2020-77): May 7, 2020**

# **Kalkaska County COVID-19 Preparedness and Response Plan Table of Contents**

## **Plan**

Essential Workers Necessary to Perform Critical Infrastructure Functions .....	1
Protective Safety Measures	
Sick Leave .....	1
Remote Work.....	1
Employee Screening Before Entering the Workplace .....	1
Personal Protective Equipment.....	2
Employee Interaction with Other Departments.....	2
Wearing Face Masks at Work.....	2
Enhanced Social Distancing .....	2
Enhanced Hygiene .....	2
Enhanced Cleaning and Disinfecting.....	3
Tools and Equipment.....	3
Visitors.....	3
Employees with Suspected or Confirmed COVID-19 Cases	
Suspected Cases .....	3
Confirmed Cases.....	4
Business Continuity Plan .....	5

## **Appendices**

A: Critical Infrastructure Workers .....	6
B: Sample Employee Entry Screening Questionnaire .....	8
C: Employee Return to Work Plan .....	10
D: Visitor Screening Form.....	11
E: Signs for Buildings.....	12

F: Other Resources.....22

G: Certification by Responsible Public Official.....36

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

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Kankaskia 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, subsequent Executive Order’s 2020-59, 2020-70 and 2020-77 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 Order’s 2020-42, 2020-59, 2020-70 and 2020-77.

Under Executive Order’s 2020-42, 2020-59, 2020-70 and 2020-77, 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 Kankaskia County’s applicable PTO policies. 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 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***

Kalkaska County shall provide and made 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.

### ***Employee Interaction with Other Departments***

Employees are discouraged from entering a Department that is other than where their normal work station is located. Signs will be placed on each Department entrance to limit entry.

### ***Wearing Face Masks at Work***

All employees are expected to wear face masks at work as follows (If Medically Tolerated):

- When walking through public hallways, including utilization of restrooms (If Medically Tolerated)
- If someone enters your office or workspace, both parties should wear masks (If Medically Tolerated)
- During in-person meetings (If Medically Tolerated)

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

### ***Enhanced Social Distancing***

Social distancing is a simple and effective mechanism to help prevent the transmission of COVID-19. Implementing the following efforts into your work day will help to protect you and your co-workers:

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

### ***Enhanced Hygiene***

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with a tissue, and to avoid touching their faces. 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 property hand washing methods will be posted in all restrooms. Handshaking 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 attached in Appendix F.

### ***Enhanced Cleaning and Disinfecting***

Increased cleaning and disinfecting of surfaces, equipment (ie phones, pencil, pens), and other elements of the work environment outside office areas will be performed regularly by Maintenance Staff using products containing EPA-approved disinfectants. Each department will be responsible to clean their work areas, including but not limited to, frequently wiping down commonly used surfaces with disposable disinfectant wipes that are provided to each Department. If an employee that has been in the workplace in the past fourteen (14) days tests positive for COVID-19, the County will increase cleaning measures following the CDC's Cleaning and Disinfecting Your Facility protocols attached in Appendix F.

### ***Tools and Equipment***

Kalkaska 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. Kalkaska County will provide employees with disinfectant wipes and other disinfecting products for this purpose.

### ***Visitors***

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

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, Appendix "D" 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.

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

Kalkaska 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 (2)” 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 fourteen (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 fourteen (14) days; and
- Seek immediate medical care or advice.

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

- Notify all employees who may have come into close contact (being within approximately six (6) feet for a prolonged period of time without PPE) with the employee in the past fourteen (14) days (while not disclosing the identity of the employee to ensure the individual’s privacy); and
- Ensure that the employee’s work area is thoroughly cleaned.

### ***Confirmed Cases***

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

If an employee believes that 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 Kalkaska 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 fourteen (14) days (while not disclosing the identity of the employee to ensure the individual’s privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on 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.

**(Kalkaska County Emergency Manager to provide Addendum)**

## 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, Executive Order 2020-59, Executive Order 2020-70 and Executive Order 2020-77, critical infrastructure workers also include:

- 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**

**COROAVIRUS DISEASE COVID-19**

**EMPLOYEE ENTRY SCREENING QUESTIONNAIRE**

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

**YES NO** An atypical cough (Irregular, unusual)

**YES NO** Atypical shortness of breath (Irregular, unusual)

Or at least “two (2)” of the following:

**YES NO** Fever of 100.4 degrees Fahrenheit or 38 degrees Celsius, or above

**YES NO** Chills/Repeated Shaking

**YES NO** Muscle Pain

**YES NO** Sore Throat

**YES NO** Headache

**YES NO** 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 for a minimum of seven (7) days since symptoms first appear.

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

In past fourteen (14) days have you:

**YES NO** Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

If you answer “yes” to this question, you are not permitted access to the premises. Self-quarantine at home for fourteen (14) days.

If no to all of the above, proceed to enter the workplace premises.

## 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 three (3) days have passed since their symptoms have resolved *and* seven (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 (6) 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. Fourteen (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:

**YES NO** An atypical cough

**YES NO** Atypical shortness of breath

Or at least “two (2)” of the following:

**YES NO** Fever of 100.4 degrees Fahrenheit or 38 degrees Celsius, or above

**YES NO** Chills/Repeated Shaking

**YES NO** Muscle Pain

**YES NO** Sore Throat

**YES NO** Headache

**YES NO** 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 fourteen (14) days have you:

**YES NO** Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

**YES NO** Travelled 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 (If medically tolerated).

\*Visitor names will be kept on a department roster.

## 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>



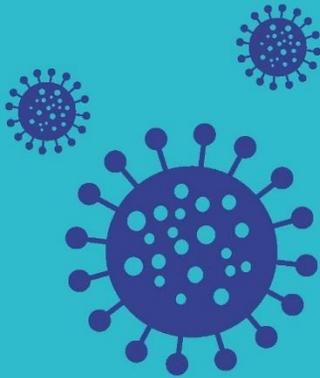
#### **Only Enter This Building If You:**

- **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](https://spectrumhealth.org/covid19).

**APPENDIX F**  
**OTHER RESOURCES**

Governor Whitmer's Executive Order 2020-42, Executive Order 2020-59, Executive Order 2020-70 and Executive Order 2020-77:

[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)

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-527847--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-527847--,00.html)

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-528460--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-528460--,00.html)

FAQs from Governor Whitmer on Executive Order 2020-42, Executive Order 2020-59, Executive Order 2020-70 and Executive Order 2020-77:

[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)

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-528027--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-528027--,00.html)

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-528528--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-528528--,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>

**APPENDIX G**

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

**Certification by Responsible Public Official**

This is to certify that I have reviewed the Kalkaska 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 April 9, 2020, Michigan Executive Order #2020-59 dated April 24, 2020, Michigan Executive Order #2020-70 dated May 1, 2020 and Michigan Executive Order #2020-77.
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 Kalkaska County website <http://www.kalkaskacounty.net> and at each Kalkaska County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: \_\_\_\_\_

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

Name of Official: \_\_\_\_\_

Title: \_\_\_\_\_

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