

**COUNTY OF CLINTON**  
**COVID-19 Preparedness and Response Plan**

**Date Implemented: May 6, 2020**  
**Plan Revised January 20, 2022**

# COUNTY OF CLINTON

## COVID-19 Preparedness and Response Plan

### Table of Contents

Certification by Board of Commissioners Chairperson.....	1
<b>Preparedness and Response Plan</b> .....	<b>2</b>
<b>Section 1: County Government Status from June 22, 2021 Until Further Notice</b> .....	<b>3</b>
<b>Section 2: County Government Status Beginning June 22, 2021</b> .....	<b>4</b>
2.1 County Office Hours.....	4
2.2 Employee Compensation and Work Schedules .....	4
2.3 Adherence to Protective Measures.....	4
<b>Section 3: Protective Safety Measures Beginning Immediately</b> .....	<b>5</b>
3.1 Staying Home When Ill.....	5
3.2 Employee Screening BEFORE Entering the Workplace .....	5
3.3 Employee Self-Monitoring .....	5
3.4 Enhanced Social Distancing.....	5
3.5 Wearing Face Masks at Work (Update).....	5-6
3.6 Remote Work.....	6
3.7 Travel .....	6
3.8 Enhanced Hygiene .....	6
3.9 Enhanced Cleaning and Disinfecting .....	6
3.10 Visitors .....	6-7
3.11 Repair Request for Maintenance.....	7
3.12 Volunteers .....	7
3.13 Personal Protective Equipment .....	7
3.14 Reporting of Unsafe or Unsanitary Conditions.....	7
3.15 Additional Work Place Protections.....	7
3.16 Engineering Controls .....	7-8
3.17 Exposure Determination.....	8
3.18 COVID-19 Vaccine .....	8-9
<b>Section 4: Employee Benefits</b> .....	<b>9</b>
4.1 Emergency Paid Sick Leave .....	9
4.2 Employee Assistance Program.....	9
<b>Section 5: Employees with Suspected or Confirmed COVID-19 Cases</b> .....	<b>10</b>
5.1 Suspected Cases.....	10
5.2 Confirmed Cases.....	10
5.3 Protecting workers who stay home, stay safe – CDC Guidance (Update).....	11-12

Appendices

<b>Appendix A:</b> Critical Infrastructure Workers.....	13
<b>Appendix B:</b> Employee Entry Screening Questionnaire.....	14
<b>Appendix C:</b> Employee Return to Work Plan (Update).....	15-17
<b>Appendix D:</b> Employee Return to Work Plan After Travel-International or Domestic.....	18
<b>Appendix E:</b> Remote Work Policy and Agreement.....	19-27
<b>Appendix F:</b> COVID-19 Informational Facts Sheets (Update) .....	28
<b>Appendix G:</b> Employee Training (Update).....	29
<b>Appendix H:</b> COVID-19 Employee Exposure Determination.....	30-32
<b>Appendix I:</b> MIOSHA Emergency Rules Coronavirus Disease 2019 .....	33

**COUNTY OF CLINTON  
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**Certification by Board of Commissioners Chairperson**

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

- 1.) It complies with Michigan Department of Health and Human Services' (DHHS) June 17, 2021 Rescission of Emergency Orders and Department of Labor and Economic Opportunity (LEO) Michigan Occupational Safety and Health Administration's (MIOSHA) June 18, 2021 Emergency Rules Coronavirus Disease 2019 (COVID-19).
- 2.) The plan is consistent with the guidance from U.S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19. The Clinton County COVID-19 Preparedness and Response Plan will continue to comply with future MDHHS orders and LEO/MIOSHA work rules issued by the State of Michigan.
- 3.) I have identified Craig Longnecker, Clinton County Administrator, as Clinton County's Chief COVID-19 Officer.
- 4.) The plan is available on the County of Clinton's website and at each County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

County of Clinton:

Signature: 

Kam Washburn  
Board of Commissioners Chairperson

Date: January 20, 2022

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

Clinton County (“County”) has prepared the following COVID-19 Preparedness and Response Plan (“Plan”) to provide guidance to County leaders and employees for getting back to work in the “new normal” which includes establishing protocols in accordance with relevant state and local orders related to COVID-19 and provides a framework for safely and efficiently re-opening the County Offices to all employees and the general public.

The County Administrator serves as the COVID-19 Workplace Coordinator. As such, the County Administrator will update this Plan as needed and communicate important messages to employees and the general public. Additionally, the County Administrator will work with Department Heads/Elected Officials to maintain adequate staffing levels to perform essential functions and identify alternate supply chains for critical goods and services in the event of disruption.

The County Administration Office shall consult with the Mid-Michigan District Health Department regarding suspected and confirmed COVID-19 cases in order to protect the health, safety and well-being of all County employees and the public

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

## **SECTION 1: COUNTY GOVERNMENT STATUS FROM June 22, 2021 UNTIL FURTHER NOTICE**

The Director of the Michigan Department of Health and Human Services (MDHHS) signed the Rescission of Emergency Orders (as it pertains to the COVID-19 pandemic) on June 17, 2021, effective June 22, 2021. The Rescission of Emergency Orders repealed a number of MDHHS Emergency Orders, including the June 1, 2021 Gathering and Face Mask Order. In addition to the rescission of MDHHS pandemic orders, the Michigan Occupational Safety and Health Administration (MIOSHA) suspended its May 24, 2021 Emergency Work Rules. Going forward, MIOSHA directs employers to COVID-19 pandemic guidance from the Centers for Disease Control and Prevention (CDC) and the federal Occupational Safety and Health Administration (OSHA). The MDHHS Director concluded that while the COVID-19 pandemic continues to constitute an epidemic in Michigan, certain protective measures and requirements can be lifted at this time. As a result of the recently repealed/suspended orders and emergency work rules, Clinton County is also relaxing/modifying a number of items included in the County's COVID-19 Preparedness and Response Plan, effective immediately. The Clinton County COVID-19 Preparedness and Response Plan will continue to be reviewed and updated as required.

Note: Clinton County will continue to follow the United States Cybersecurity and Infrastructure Security Agency (CISA) guidance on Critical Infrastructure Workers. See Appendix A.

## **SECTION 2: COUNTY GOVERNMENT STATUS AS OF JUNE 22, 2021**

**When the MDHHS rescinded COVID-19 pandemic emergency orders and the MIOSHA suspended its COVID-19 pandemic emergency work rules**, the County made the following determinations regarding office hours, employee work schedules, and employee compensation:

### **2.1 County Office Hours**

All County offices and facilities remain open to the general public. Signs that illustrate COVID-19 symptoms are posted for public viewing. The number of public individuals present at one time may be limited in select County buildings and/or by individual departments.

### **2.2 Employee Compensation and Work Schedules**

Full-time and part-time employees continue to report to work, or remote work, as directed by their Department Head/Elected Official, and are paid following County Policy and/or union contract.

### **2.3 Adherence to Protective Measures**

At all times while at work, employees must adhere to the protective measures listed in Section 3.

## **SECTION 3: PROTECTIVE SAFETY MEASURES**

All employees must adhere to the following protective safety measures:

### **3.1 Staying Home When Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. However, it is critical that employees do not report to work while they are experiencing symptoms such as fever, cough, shortness of breath/difficulty breathing, sore throat, vomiting/diarrhea, chills, muscle pain or new loss of taste or smell. Compensation for time off due to illness will be in accordance with County Policies and/or union contracts.

### **3.2 Employee Screening BEFORE Entering the Workplace on a Daily Basis**

An Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire must be completed BEFORE employees arrive at the workplace on a daily basis, whether or not the employee is displaying any of the symptoms. Vaccinated employees are also REQUIRED to complete a health screening questionnaire PRIOR to arriving at the workplace on a daily basis. If an employee fails the screening process, they will need to notify their Department Head/Elected Official or designated office personnel and will not be allowed to come into work. The employee's return to work will be based on guidance from the Mid-Michigan District Health Department and Center of Disease Control; such requirements are explained in detail in the Return-to-Work Plan, attached as Appendix C.

Employee screening questionnaires may be completed electronically ([click here](#)).

### **3.3 Employee Self-Monitoring**

Employees are encouraged to self-monitor throughout the day. Further guidance on self-monitoring is attached in Appendix F.

### **3.4 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 workday 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
- 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
- Team members are encouraged to consider conducting meetings virtually or via phone where appropriate

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

Team members that have received the COVID-19 vaccine and are fully vaccinated (two weeks after the second dose of the Pfizer or Moderna vaccines or two weeks after the single dose of the Johnson & Johnson vaccine) are not required to wear a face mask while at work. Team members that are not vaccinated and/or otherwise at risk are recommended, but not required to wear face masks while at work as follows:

- When walking through public hallways, including utilization of restrooms
- If someone enters your office or workspace, both parties should wear masks
- During in-person meetings
- When employees cannot consistently maintain a minimum of six feet of separation and consider face shields when three feet between employees cannot consistently be maintained

Note: To be effective, face masks/coverings shall be worn in a manner that both the nose and mouth are covered while

the face mask/covering is worn. Please see the link below to the CDC - Use Masks to Slow the Spread of COVID-19” web page – [Use Masks to Slow the Spread of COVID-19 \(cdc.gov\)](#)

### **3.6 Remote Work**

Remote work was established in response to the 2020 COVID-19 Pandemic as a means of keeping employees safe and to comply with state executive orders and the October 14, 2020 MIOSHA Emergency Work Rules. Additionally, as a result of positive progress in battling the COVID-19 virus, MIOSHA issued amended Emergency Work Rules on May 21, 2021. The amended MIOSHA rules no longer require remote work. However, Clinton County will continue to offer the ability for remote work throughout the remainder of the pandemic for those employees that are exhibiting symptoms of the COVID-19 virus and/or have tested positive for the virus if their health allows them to work during their quarantine period. Clinton County will also continue to offer remote work to any employee per the County’s Remote Work Policy (see APPENDIX E Clinton County’s Remote Work Policy COVID-19), including authorization by the Elected Official/Department Head.

Note: This includes appropriate equipment needs, such as hardware, software, phone and data lines. The Information Technology Department is available to review these equipment needs and to provide support to employees in advance of emergency remote work situations. The Information Technology Department staff will not travel to an employee’s off-site work location to provide assistance with technology needs. In the event of a technical difficulty, employees should notify their office and the Information Technology Department immediately. In the event there is an equipment failure, the employee will need to schedule a time to bring the equipment to the Information Technology Department.

### **3.7 Travel**

If you do travel at this time, you are strongly encouraged to be as safe as possible, which at a minimum includes wearing a face mask/covering, practicing proper social distancing and frequently washing your hands with soap & water or hand sanitizer with at least 60% alcohol. For some helpful information on travel, please click on the link for the CDC’s guidance on “Domestic Travel During COVID-19” - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>.

Should an employee engage in international or domestic travel (plane, bus, train, boat) for personal reasons, they will be required to follow the Employee Return To Work Plan After Travel – International or Domestic attached as Appendix D Questions or concerns should be addressed with your Department Head/Elected Official.

Employees may begin sharing County vehicles when necessary. However, if Team members share a County vehicle, they need to maintain space between members and practice enhanced hygiene (see in section 3.8). Personal vehicles may continue to be used for business-related travel provided they are equipped with disinfectant wipes. Employees will receive mileage reimbursement following County Policy.

### **3.8 Enhanced Hygiene**

Employees are encouraged 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 proper hand washing methods will be posted in all restrooms. 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.

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

Each Department will be responsible to clean their work areas, including but not limited to, frequently wiping down commonly used surfaces with disinfectant spray or 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.

### **3.10 Visitors**

There will be signage at the customer entrance (south entrance) at the security check point that instructs visitors, if they are exhibiting any of the COVID-19 symptoms, that they are required to leave the County Courthouse and return at a later date. Should it be necessary for a visitor to enter a work office/space, they should make an appointment. If the visitor is exhibiting any of the COVID-19 symptoms, they shall not enter the County Courthouse and reschedule their meeting for

another time.

Vendors (copy machine repair, water delivery, etc.) who enter a work office/space are considered visitors and must comply with the signage located at the customer entrance (south entrance).

### **3.11 Repair Request for Maintenance**

If you have a repair request for Facility and Fleet Services, a work ticket should be submitted. Every effort will be made to schedule the repair when the Departmental staff is not present. If this is not possible, all social distancing guidelines must be adhered to, including but not limited to, wiping down the area once Facility and Fleet Services has left.

### **3.12 Volunteers**

Should your Department require the use of volunteers to provide critical services to the public, volunteers must adhere to all protective safety measures as listed in this Plan.

### **3.13 Personal Protective Equipment**

All personal protective equipment (PPE) related to COVID-19 will be supplied through the Facility and Fleet Services Department. PPE includes, but is not limited to, face masks, cleaning supplies, gloves, etc.

### **3.14 Reporting of Unsafe or Unsanitary Conditions**

A safe workplace for everyone is critical. Employees are expected to immediately report unsafe or unsanitary conditions to any available manager. Employees are encouraged to follow up with an email informing their Elected Official/Department Head and County Administrator so there is a written record.

### **3.15 Additional Workplace Protections:**

For work functions primarily and traditionally performed outdoors departments are required to adopt protocols to limit sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment and frequently touched surfaces.

### **3.16 Engineering Controls**

Clinton County has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering Controls involve isolating employees from work-related hazards using ventilation and other engineering solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between co-workers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

The Facility and Fleet Services Department will be responsible for seeing that the correct engineering controls are chosen and installed, maintained for effectiveness and serviced when necessary.

The following engineering controls have been implemented:

#### **Department/Facility**

Clinton County Courthouse

#### **Engineering Control**

HVAC systems have been adjusted to maximize fresh air in all areas to reduce possible exposure to SARS-CoV-2 by employees and the public.

HVAC system operating hours have been extended to increase the amount of

ventilation prior to and after normal occupied hours to reduce possible exposure to SARS-CoV-2 by employees and the public

HVAC system has been adjusted to maintain maximum fresh air intake 24 hours a day on floors with 24-hour staffing.

Departments located with the County Courthouse

Clear plexiglass sneeze guards have been installed in all departments and Clinton courtrooms located within the Clinton County Courthouse as necessary to reduce possible exposure to SARS-CoV-2 by employees and the public.

### 3.17 Exposure Determination

Clinton County has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine

whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Administration Department was responsible for the exposure determination.

Clinton County has determined that all of its employees' jobs, except the Sheriff's Department, Facility and Fleet Services Department and the Director of the Information Technology Department, fall into the medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- Medium Exposure Risk Jobs. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

The Administration Department has determined that the Sheriff's Department, Facility and Fleet Services Department and the Director of the Information Technology Department have high-risk exposure jobs. The Sheriff's Department employees include certified law enforcement officers (including the sheriff and undersheriff positions), certified corrections officers and civilian staff (emergency management, court security officer, animal control officer, office management and jail cooking staff). The Facility and Fleet Services Department employees include maintenance workers, sr. maintenance worker, deputy facility director and facility director/project manager.

- High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in health care, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement and correctional facilities.

The exposure determination for Clinton County employees is included as Appendix I COVID-19 Employee Exposure Determination.

### 3.18 COVID-19 Vaccine

**Mid-Michigan District Health Department: COVID-19 Vaccine Information:**

<https://www.mmdhd.org/covid-vaccine-information/>

The COVID-19 Vaccine is available in multiple locations –

- MMDHD Health Dept. (Clinton County Location) phone # 989-224-2195
- MDHHS Vaccine Finder- [visit their website](#)
- Spectrum Health - [Visit their website](#)
- Sparrow - [visit their website](#)
- McLaren Health Care - [visit their website](#)
- Meijer Pharmacy - [visit their website](#)
- Walgreens - [visit their website](#)

- Rite Aid- [visit their website](#)
- Walmart Pharmacy- [visit their website](#)

## SECTION 4: EMPLOYEE BENEFITS

### 4.1 Emergency Paid Sick Leave

Effective April 1, 2020, eligible onsite employees who have symptoms of fever, cough, shortness of breath/difficulty breathing, sore throat, vomiting/diarrhea, chills, muscle pain or new loss of taste or smell, may be separated from other employees or sent home and may return to work following this Plan. Employees are permitted to take paid leave consistent with the County's applicable paid time off policies, including the COVID-19 Impacted Employee: Paid Administrative Leave Policy and Collective Bargaining Agreements/Letters of Agreements through December 31, 2022. Remote work assignments may be offered in place of COVID-19 Impacted Employee: Paid Administrative Leave if the employee is well enough to work.

### 4.2 Employee Assistance Programs

Health officials recognize that the outbreak has been stressful for everyone, and this can have serious impacts on mental health. Clinton County offers an enhanced employee assistance program (EAP) for you and your household members. Sparrow EAP Plus, Guidance Resource, will give you and your family confidential support, resources, and information for personal and work-life issues. This is a more comprehensive program with many additional services and locations provided at no charge to you. The new program will provide access to a counseling professional 24 hours a day, 7 days a week, along with numerous support resources available online. **Call 877.595.5284** and inform them you are an employee of Clinton County to talk to a counseling professional. Sparrow EAP Plus is available to you 24 hours a day, 7 days a week.

## Here when you need us.

Call: 877.595.5284

TTY: 800.697.0353

Online: [guidanceresources.com](http://guidanceresources.com)

App: GuidanceNow<sup>SM</sup>

Web ID: EAPComplete

---



## **SECTION 5: EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19 CASES**

(The County Administration Office shall consult with the Mid-Michigan District Health Department regarding suspected and confirmed COVID-19 cases in order to protect the health, safety and well-being of all County employees and the public.)

### **5.1 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, cough, shortness of breath/difficulty breathing, sore throat, vomiting/diarrhea, chills, muscle pain 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 (being within approximately six (6) feet for a prolonged period of time) with someone who has tested positive for COVID-19.

If an employee believes that they qualify as a Suspected Case (as described above), they must:

- Immediately notify their Department Head/Elected Official and Human Resources.

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

- Notify all employees who may have come into close contact (being within approximately six (6) feet for a prolonged period of time) 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.

### **5.2 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 they qualify as a Confirmed Case (as described above), they must:

- Immediately notify their Department Head/Elected Official and Human Resources of their diagnosis; and
- Remain out of the workplace until they are cleared to return to work by the health department.

When the County learns of an employee, visitor, or customer with a known case of COVID-19, the County shall:

- Immediately notify the Mid-Michigan District Health Department (MMDHD), and
- Within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19, (while not disclosing the identity of the employee to ensure the individual's privacy).
- The County shall allow employees with a known or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC and they are released from any quarantine or isolation order by the MMDHD
- 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;
- Ensure that the entire workplace, or affected parts thereof (depending on the employee's presence in the workplace), is thoroughly cleaned and disinfected by the Facility and Fleet Services Department or a professional cleaning service;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with affected employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will re-open.

**5.3 Per Rule 5. Health surveillance for all employees – (5)** The employer shall allow employees with a known or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC and approval of the Mid-Michigan District Health Department.

**Current CDC Guidelines:**

**When to Stay Home**

**Calculating Quarantine**

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID\_19.** Stay home and away from other people for at least 5 days.

<b>IF YOU</b>	<b>Quarantine for at least 5 days</b>	<b>After quarantine</b>	<b>Take precautions until day 10</b>
<b>Were exposed to COVID-19 and are NOT up to date on COVID-19 vaccinations</b>	<p><b>Stay home</b> Stay home and quarantine for at least 5 full days.</p> <p>Wear a well-fitted mask if you must be around others in your home.</p> <p><b>Get Tested</b> Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.</p>	<p><b>Watch for symptoms</b> Watch for symptoms until 10 days after you last had close contact with someone with COVID-19</p> <p><b>If you develop symptoms</b> Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.</p>	<p><b>Wear a mask</b> Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.</p> <p><b>Avoid travel</b></p> <p><b>Avoid being around people who are at high risk</b></p>
<b>IF YOU Were exposed to COVID_19 and are up to date on COVID-19 vaccinations</b>	<p><b>No quarantine</b> You do not need to stay home unless you develop symptoms.</p> <p><b>Get tested</b> Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.</p>	<p><b>Watch for symptoms</b> Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.</p> <p><b>If you develop symptoms</b> Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.</p>	<p><b>Take precautions until day 10</b></p> <p><b>Wear a mask</b> Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.</p> <p><b>Avoid travel</b></p> <p><b>Avoid being around people who are at risk</b></p>

**IF YOU were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)**

**No quarantine**  
You do not need to stay home **unless** you develop symptoms.

**Watch for symptoms**  
Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms**  
Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

**Take precautions until day 10**

**Wear a mask**  
Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel**

**Avoid being around people who are at risk**

### Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

**IF YOU Tested positive for COVID-19 or have symptoms, regardless of vaccination status**

**Stay home for at least 5 days**  
Stay home for 5 days and isolate from others in your home.  
  
Wear a well-fitted mask if you must be around others in your home.

**Ending isolation if you had symptoms**  
End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

**Ending isolation if you did NOT have symptoms**  
End isolation after at least 5 full days after your positive test.

**If you were severely ill with COVID-19**  
You should isolate for at least 10 days. Consult your doctor before ending isolation.

**Take precautions until day 10**

**Wear a mask**  
Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Note:** Clinton County will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

**APPENDIX A**  
**CRITICAL INFRASTRUCTURE WORKERS**

Please see the link to the Cybersecurity and Infrastructure Security Agency's (CISA) Advisory Memorandum on Ensuring Critical Infrastructure Workers Ability to Work During the COVID-19 Response, dated August 18, 2020 below:

[https://www.cisa.gov/sites/default/files/publications/Version\\_4.0\\_CISA\\_Guidance\\_on\\_Essential\\_Critical\\_Infrastructure\\_Workers\\_FINAL%20AUG%2018v3.pdf](https://www.cisa.gov/sites/default/files/publications/Version_4.0_CISA_Guidance_on_Essential_Critical_Infrastructure_Workers_FINAL%20AUG%2018v3.pdf)

**APPENDIX B**

**COUNTY OF CLINTON  
EMPLOYEE ENTRY SCREENING QUESTIONNAIRE**

**TO BE COMPLETED BEFORE ENTERING THE WORKPLACE  
Coronavirus Disease (COVID-19) Workplace Health Screening**

Department Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_

**IN THE PAST 5 DAYS, HAVE YOU HAD ANY OF THE FOLLOWING SYMPTOMS DEVELOP OR WORSEN WITH NO OTHER KNOWN CAUSE:**

Nausea or vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fever or Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath/difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache or Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle or body aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New loss of taste or smell:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore Throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Congestion or runny nose:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Temperature if known:		

If you answer "yes" to any of the symptoms listed at left, or your temperature is 100.4°F or higher, please do not go into work. Inform your supervisor and self-isolate at home. You must consult with the health department and they will need to provide clearance for your return to work.

- You should isolate at home for a minimum of 5 days since symptoms first appear; AND
- 24 hours have passed since the resolution of fever without the use of fever-reducing medications; AND
- other symptoms of COVID-19 are improving.
- Continue to wear a mask around others for 5 additional days.

**IN THE PAST 5 DAYS, HAVE YOU:**

Had close contact with an individual diagnosed with COVID-19?  Yes  No

If you answer "yes", you should follow the most recent CDC guidance on quarantining/isolating: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

For questions, visit [www.mmdhd.org](http://www.mmdhd.org) or contact Mid-Michigan District Health Department at Clinton County: 989-224-2195, in Gratiot County: 989-875-3681 and in Montcalm County: 989-831-5237.

## APPENDIX C

### EMPLOYEE RETURN TO WORK PLAN

(The County Administration Office shall consult with the Mid-Michigan District Health Department regarding suspected and confirmed COVID-19 cases in order to protect the health, safety and well-being of all County employees and the public.)

Employees who fail entrance screening will only be permitted to return to work under the following circumstances:

Per Public Act 238 of 2020, employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, shortness of breath/difficulty breathing, uncontrolled cough) or two or more of the following symptoms not explained by a known medical or physical condition (abdominal pain, diarrhea, loss of taste or smell, muscle aches, severe headache, sore throat, nausea/vomiting) will not be permitted to return to work until:

- 24 hours have passed since the resolution of fever without the use of fever-reducing medications; and
- 5 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; and
- Principal symptoms have improved; and
- Continue to wear a mask around others for 5 additional days; and
- A public health professional advises that the isolation period is completed; and
- **Note: Review the current CDC guidance** in section 5.3

Per Public Act 238 of 2020, employees who display a principal symptom of COVID-19, but have not yet tested positive cannot return to work until either:

- A. The employee receives a negative diagnostic test result or
- B. The employee can satisfy all of the following:
  - The isolation period has since passed since the principal symptoms of COVID-19 started (at least 5 days since symptoms first appeared under [current CDC guidance](#)); and
  - The employee's principal symptoms of COVID-19 have improved; and
  - If the employee has a fever, 24 hours have passed since the fever stopped without the use of fever reducing medications; and
  - Continue to wear a mask around others for 5 additional days;
  - Per CDC guidance, if an individual has been exposed to someone with COVID-19 and received all recommended vaccine doses, including boosters, that individual does not need to quarantine, but must wear a well-fitted mask around others for 10 days. Even if the individual does not develop symptoms, they must get tested at least 5 days after they had close contact with someone that tested positive for COVID-19. The individual needs to monitor for symptoms for 10 days after they last had contact with a person that tested positive for COVID-19. The individual needs to take precautions, including wearing a well-fitted mask for 10 days any time they are around others inside their home or in public. If the individual develops symptoms, they must isolate immediately and get tested. Continue to stay home until they receive the test results and wear a well-fitted mask. OR
  - Per CDC guidance, if an individual has had confirmed COVID-19 within the last 90 days, that individual does not need to quarantine unless they develop symptoms. That individual needs to watch for symptoms until 10 days after they last had close contact with someone with COVID-19. The individual needs to take precautions, including wearing a well-fitted mask for 10 days any time they are around others inside their home or in public. If the individual develops symptoms, they must isolate immediately and get tested. The individual must stay home until they know the results of their test and wear a well-fitted mask around others.
  - Per CDC guidance, if an individual completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR completed the primary series of J&J over 2 months ago and are not boosted OR are unvaccinated, that individual must stay home and quarantine for 5 days and get tested at least 5 days after they last had close contact with a person that tested positive for COVID-19. The individual must continue to take precautions for 10 full days, by wearing a well-fitted mask any time they are around other inside their home or in public. The individual must also continue to monitor for symptoms until 10 days after they last

had close contact with someone with COVID-19. If the individual develops symptoms they need to isolate immediately and get tested. The individual must stay home and isolate until they know the test results and continue to wear a well-fitted mask around others.

- **Note: Review the current CDC guidance in section 5.3**

All people who have had close contact with an individual who tests positive for COVID-19 or with an individual who displays the principal symptoms of COVID-19 should remain in their home or place of residence (apart from seeking medical care) until:

- Per CDC guidance, if an individual has been exposed to someone with COVID-19 and received all recommended vaccine doses, including boosters, that individual does not need to quarantine, but must wear a well-fitted mask around others for 10 days. Even if the individual does not develop symptoms, they must get tested at least 5 days after they had close contact with someone that tested positive for COVID-19. The individual needs to monitor for symptoms for 10 days after they last had contact with a person that tested positive for COVID-19. The individual needs to take precautions, including wearing a well-fitted mask for 10 days any time they are around others inside their home or in public. If the individual develops symptoms, they must isolate immediately and get tested. Continue to stay home until they receive the test results and wear a well-fitted mask. OR
- Per CDC guidance, if an individual has had confirmed COVID-19 within the last 90 days, that individual does not need to quarantine unless they develop symptoms. That individual needs to watch for symptoms until 10 days after they last had close contact with someone with COVID-19. The individual needs to take precautions, including wearing a well-fitted mask for 10 days any time they are around others inside their home or in public. If the individual develops symptoms, they must isolate immediately and get tested. The individual must stay home until they know the results of their test and wear a well-fitted mask around others.
- Per CDC guidance, if an individual completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR completed the primary series of J&J over 2 months ago and are not boosted OR are unvaccinated, that individual must stay home and quarantine for 5 days and get tested at least 5 days after they last had close contact with a person that tested positive for COVID-19. The individual must continue to take precautions for 10 full days, by wearing a well-fitted mask any time they are around other inside their home or in public. The individual must also continue to monitor for symptoms until 10 days after they last had close contact with someone with COVID-19. If the individual develops symptoms they need to isolate immediately and get tested. The individual must stay home and isolate until they know the test results and continue to wear a well-fitted mask around others.
- **Note: Review the current CDC guidance in section 5.3**

Note: Per Public Act 339 of 2020, there is an exemption for quarantine requirements for individuals under very specific circumstances:

*An employee who is any of the following, is otherwise subject to quarantine, is not experiencing symptoms, and has not tested positive for COVID-19 may be allowed to participate in onsite operations when strictly necessary to preserve the function of a facility where cessation of operation of the facility would cause serious harm or danger to public health or safety.*

Individuals who fall into this category may continue to work during quarantine, but only to the extent that their work is strictly necessary to continue operations. Mere inconvenience or overtime expense faced by an employer to secure an alternative employee to fill in is insufficient to trigger exemption from quarantine.

When such workers are required to continue working while quarantined, they must closely follow all [CDC guidelines](#). Specifically, CDC notes that asymptomatic essential workers who continue to work instead of quarantining would adhere to the following precautions:

- Pre-Screen: Encourage employees planning to enter the workplace to self-screen at home prior to coming onsite. Employees should not attempt to enter the workplace if any of the following are present: [symptoms](#) of COVID-19; temperature equal to or higher than 100.4 degrees; or are waiting for the results of a viral test.
- Screen at the workplace: Employers should conduct an on-site symptom assessment, including temperature screening, prior to each work shift. Ideally, screening should happen before the individual enters the facility.
- Regularly monitor: As long as the employee does not have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program or their workplace COVID-19 coordinator or team.
- Wear a cloth mask: Ensure all employees wear a cloth [mask](#) in accordance with CDC and OSHA guidance and any state or local requirements.
- Social Distance: Employee should stay at least 6 feet apart from others and practice [social distancing](#) as work duties permit in the workplace.
- Clean and disinfect workspaces: [Clean and disinfect](#) all areas such as offices, bathrooms, common areas, shared equipment routinely.

#### Exempt workers

Per Public Act 339 the following workers may continue to work rather than quarantining if they are asymptomatic and follow the safety precautions described above:

- A health care professional
- A worker at a health care facility
- A first responder
- A child protective services employee
- A worker at a child caring institution, as that term is defined in section 1 of 1973 Public Act 116, MCL 722.111
- A worker at a correctional facility
- A worker in the energy industry who performs essential energy services as described in the United States Cybersecurity and Infrastructure Security Agency's Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response, Version March 28, 2020

Public Act 339 also empowers the Director of the Michigan Department of Health and Human Services to “designate categories of critical employees at facilities where cessation of operations would cause serious harm or danger to public health or safety.”

Through this guidance, MDHHS specifies that the following employees are also included in the category of exempted critical employees who may be required to continue working:

- A 911 dispatcher
- A public health professional
- A worker in an election
- A worker at a water, sewer, wastewater, or internet utility
- A worker providing public works, which includes maintaining, repairing and clearing roads, or refuse collection or disposal services
- A worker providing public transit services
- A worker in a court of law
- A funeral worker or medical examiner

## **APPENDIX D**

### **EMPLOYEE RETURN TO WORK PLAN AFTER TRAVEL – INTERNATIONAL OR DOMESTIC**

For Team members that engage in international or domestic travel (airplane, bus, train, boat), they are strongly encouraged to follow the most current CDC guidance on travel. Click on these links for more details: [Domestic Travel During COVID-19 | CDC](#) and [International Travel During COVID-19 | CDC](#)

**APPENDIX E**  
**Clinton County's**  
**Remote Work Policy**  
**COVID-19**

---

**Objective**

In the event of a public emergency and/or in compliance with public health guidance for contagious diseases, Clinton County may allow or require certain employees to work remotely to ensure business continuity. Remote work is defined as performing job responsibilities from an alternative location (i.e., home) for an equivalent amount of time as normally worked on-site.

**While this policy addresses emergency situations resulting from the COVID-19 pandemic, it is the full intent of the Board of Commissioners and Administration to allow remote work beyond the current crisis. Every crisis offers the opportunity to evaluate current processes and procedures. Lessons learned and efficiencies gained will allow the County to be better positioned for future challenges.**

**Procedures**

In the event of an emergency, Clinton County may allow or require certain employees to work remotely. These employees will be advised of such requirements by the Elected Official or Department Head. Preparations should be made by employees and Elected Officials or Department Heads well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The Technology Services department is available to review these equipment needs and to provide support to employees in advance of emergency remote work situations. Technology Services will not travel to an employee's off-site work location to provide assistance with technology needs. In the event of a technical difficulty, employees should notify their office and Technology Services immediately. In the event there is an equipment failure, the employee will need to schedule a time to bring the equipment to Technology Services.

During an emergency period, an employee may request consideration for or be directed to work through a remote work arrangement. The employee and Elected Official or Department Head will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement, including equipment needs, workspace design considerations and scheduling issues.

At the request of the Elected Official or Department Head, a remote work agreement will be prepared by the Controller's Office and must be signed by the employee and their Elected Official or Department Head.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Remote Work employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite. Clinton County will not be responsible for costs associated with the setup of the employee's remote work environment, such as remodeling, furniture or lighting, nor for repairs or modifications to the remote office space.

Clinton County will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the Clinton County is to be used for business purposes only and remains subject to any applicable computer-use/email use policies.

Consistent with Clinton County's expectations of information security policies for employees working at the office, remote work employees will be expected to ensure the protection of all County information accessible from their remote office.

Employees should not assume any specified period of time for emergency remote work arrangements, and

Clinton County may require employees to return to regular, in-office work at any time and should be prepared daily for such notification.

1) The Elected Official or Department Head should consider the following attributes when managing employees remotely:

- Employee suitability
- Dependability
- Flexibility
- Proven Performance
- No record of disciplinary action
- Comprehensive knowledge of their position
- Availability of adequate internet connection
- Measurable work activities
- Little need for face-to-face interaction with coworkers
- Clearly established goals and objectives
- Duties that can be performed alone
- Equipment needs that are limited and can be easily stored at the off-site location

### **Responsibilities**

Position requirements and responsibilities will not change due to remote work. Employees face the same expectations in relation to professionalism, work output and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in a given week will not change, although the exact scheduling of allotted hours will be left up to the discretion of their direct Elected Official or Department Head. If an employee's physical presence is required at Clinton County's primary work location, they may be expected to report upon notification by their Elected Official or Department Head.

Additionally, employees are expected to abide by the following general rules:

- Be transparent about your availability and keep your calendar and availability status up to date indicating when you are online or offline.
- Maintain strong communication by conducting regular check-ins with your Elected Official or Department Head and coworkers.
- Utilize your video meeting technology and telephone over email as often as possible.
- Request annual leave when you are intending to be away from your work and report illness to your office
- Setup a dedicated workspace that allows you the most focus as possible.
- Prepare a childcare strategy if needed, do not work and parent at the same time.
- Be patient and understanding with coworkers that do not have ideal remote working conditions.

### **Contact with Office**

Employees approved for remote work are responsible for maintaining regular contact with their Elected Official or Department Head. The Elected Official or Department Head will act as the employee's primary contact at Clinton County. Both the employee and their Elected Official or Department Head are expected to work together to keep each other informed of any developments that occur during the workday. Employees are required to communicate regularly with their office and coworkers, which may include a weekly written report of activities.

Employees must have approval from their Elected Official or Department Head to:

- Alter their defined work schedules
- Move County equipment to a new location
- Transfer primary off-site operations to a new location

## **Equipment**

On a case-by-case basis, Clinton County will determine, with information supplied by the employee and the Elected Official or Department Head, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote work arrangement. The Controller's Office and Technology Department will serve as resources in this matter. Equipment supplied by Clinton County will be maintained by Clinton County. Equipment supplied by the employee, if deemed appropriate by the Clinton County, will be maintained by the employee.

All of the following apply to equipment provided by Clinton County for a remote work arrangement:

- All equipment purchased by Clinton County remains the property of Clinton County. All equipment, including laptop and corresponding portable power supply and voice devices such as a headset, is to be returned in a timely fashion should the employee cease remote work operations for any reason.
- Hardware is only to be modified or serviced by the Technology Services Department.
- Software provided by Clinton County is to be used only for its intended purpose and should not be duplicated without consent.
- Any equipment provided by Clinton County for off-site use is intended for legitimate business use only.
- All hardware and software should be secured against unauthorized access.
- All Clinton County technology policies and work policies must be followed during remote work.

## **Positions/Classifications Needed to Report for In-person Work and Why**

### **Administration:**

Positions include: Executive Secretary, Human Resources Manager, County Administrator, Office Assistant, Finance Director, Accounts Payable Clerk, Insurance Coordinator, Accounts Technician and Deputy County Administrator.

All positions are currently on a remote work rotation plan. There are aspects of the Administrative function that require a physical presence to complete. For example, the accounting function cannot be completely remote due to technological limitations and the reliance on physical paper flow. Having said that, there are aspects that can be completed remotely and those are being handled when employees are fulfilling their remote rotation duties. As with the accounting function, general administration needs a physical presence in the courthouse to address the many issues that arise during a workday. However, the Administrator and Deputy Administrator are on a rotation, as are the Insurance Coordinator and Executive Secretary. These rotation schedules provide the physical coverage that is absolutely necessary while handling the remainder of Administration's work remotely. The Human Resource Manager position is currently working in-person 100% of the time. When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently.

### **Clerk's Office:**

Positions include: Clerk, Deputy Clerk, Court Clerk, Vitals Clerk and Election Clerk.

All positions are currently on a remote work rotation plan. The Clerk and Deputy Clerk are on a remote work rotation where they are not in the office at the same time. The remaining staff are separated into two teams (Group 1 and Group 2) with Group 1 working in-person and Group 2 working remotely and the following week the two groups rotate. The very nature of the County Clerk's Office requires in-person staffing as they provide a number of government services to the public. When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently. Note: there are on-line services available also.

### **Prosecutor's Office:**

Positions include: County Prosecutor, Chief Prosecutor, Investigatory, Assistant Prosecutor II, Legal Secretary and Office Manager.

Department staff are working remotely as often as possible. However, sometimes department staff are

required to be in-person. When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently.

**Central Dispatch – 911:**

Positions include: Lead Telecommunicator, Operations Supervisor, Telecommunicators, Secretary and Director. The Lead Telecommunicator (911 Dispatcher), Operations Supervisor and Telecommunicators (911 Dispatchers) are required to be in-person because the current 911 radios and telephone infrastructures do not have remote work capabilities. The department’s Secretary is able to work remotely. The department’s Director is working remotely three (3) days per week and in-person two (2) days per week; however, some administrative and oversight functions require in-person attendance. When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

**Facility and Fleet Services Department:**

Positions include: Facilities Director/Project Manager, Deputy Director, Senior Maintenance Worker, Maintenance Worker and Part-time Maintenance Worker.

The Facilities Director/Project Manager is able to work remotely two (2) days per week and in-person the remaining three (3) days. The in-person responsibilities include: coordination of on-site employees, contractors, equipment and Emergency Operations Center Personal Protective Equipment warehouse. The Senior Maintenance Worker is able to work remotely one (1) day per week to conduct administrative work. However, facility and grounds maintenance requires in-person work for 80% of position responsibilities. The Maintenance Workers and part-time Maintenance Worker require to be in-person to complete their daily facility and grounds maintenance responsibilities. When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

**Parks & Recreation Department:**

Positions include: Seasonal Park Ranger and Parks and Green Space Coordinator.

The seasonal Park Ranger job responsibilities will always require 100% in-person work. For example, this position works outside at the county parks; specifically, conducting trash removal, cleaning restroom facilities, raking beaches and other general maintenance. The Parks and Green Space Coordinator is able to work remotely for portions of the work week. The amount of remote work is seasonal. Specifically, the fall season is 50% remote work and 50% in-person as the parks season is coming to an end and work needs to be done to properly close the parks for the winter season. Additionally, the winter season is estimated at 80% remote work and 20% in-person since the parks are closed and there is a significant amount of planning work for the next summer when the parks re-open. The spring season will require approximately 60% remote work and 40% in-person work as the parks are prepared to be re-opened. The summer season will see 10% remote work and 90% in-person work when the parks are fully opened. When performing in-person work, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

**Drain Commissioner’s Office:**

Positions include: Drain Commissioner, Administrative Aide, Deputy Drain Commissioner/Professional Engineer, Drain Engineer Technician, Drain Maintenance Worker and Drain Accounting Specialist.

Due to lack of technology currently and the need to access hard copy files, information and maps, the office functions within the Drain Commissioner’s Office requires the positions to complete their tasks in-person. However, specific to field work (outside work), the Drain Commissioner, Deputy Drain Commissioner/Professional Engineer, Drain Engineer Technician and Drain Maintenance all conduct outside field work during the work week. There is a possibility for some remote work to be conducted if the proper technology is procured. When performing in-person work, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

**Treasurer’s Office:**

Positions include: Treasurer, Chief Deputy Treasurer and Deputy Treasurer.

All three (3) positions require 100% in-person work due to their main function of taking in/handling cash and checks for public services. These services include tax payments to dog licenses and everything in between. When performing in-person work, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

**Community Development Department/Planning & Zoning and Code Enforcement:**

Positions include: Building & Zoning Administrator, Planning/Permit Technician, Community Development Director, Building Secretary, Building/Soil Erosion Inspector and Trade Inspectors (Plumbing, Mechanical & Electrical).

The Building & Zoning Administrator, Planning/Permit Technician, Community Development Director and Building Secretary are all on two (2) or three (3) day remote work rotation, depending on the week. In-person work is required to handle walk-in traffic, mail and other activities that cannot be completed remotely. The Building/Soil Erosion Technician and the Trades Inspectors work remotely except for infrequent check-ins at the department. When performing in-person work, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

**Equalization Department:**

Positions include: Equalization Director, Senior Equalization Assistant and Equalization Assistant. Currently the Director position works remotely two (2) days and in-person three (3) days per week. The Senior Equalization Assistant currently works in-person 100% of the time. This position is being evaluated to see what effective technology is feasibly available as the employee has insufficient internet at home. The Equalization Assistant is working remotely two (2) to three (3) days per week. When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

**Waste Management Department:**

Positions include: Assistant/Education Coordinator, Secretary and Coordinator.

The Assistant/Education Coordinator and Coordinator are able to work remotely for the majority of the work weeks. However, the Coordinator has to be in-person sporadically for specific functions that cannot be completed remotely. The Assistant/Education Coordinator also has to be in-person bi-weekly for a brief time to complete tasks that cannot be done remotely. The Secretary position works in-person providing staffing for the office to complete functions such as processing the mail, answering the phone, filing and updating specific documents. The Secretary is typically the sole staff member working in-person. When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

**IT Department:**

Positions include: Systems Support Technician, Director, Sr. Systems Support Technician and GIS Coordinator.

All MIS positions are working on a remote work rotation multiple days each week. MIS has the responsibility of managing the County's information & communication technologies. Most days MIS staff are working remotely; however, all four positions work in-person one (1) or two (2) days per week to accomplish various tasks that cannot be completed remotely. When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

**Courts:**

Positions include: Judges, Administrators, Accounting Clerk, Deputy Clerk, Assignment Clerk, Probation Secretary, Chief Deputy, Probation Officer, Court Recorder, Administrator/Magistrate, Probate Register, Senior Juvenile Services Officer, Juvenile Services Officer, Manager of Probate/Juvenile Services, Juvenile Register and Juvenile Special Services Officer.

The courthouse remains open, hearings continue, and all courts have walk-in traffic. Parties and attorneys may attend hearings in person. The hearings must be recorded. Therefore, appropriate personnel are necessary to ensure those recordings are done. Filings continue, and staff is necessary to process the

paperwork as well as payments for fees, court costs, and/or restitution. When payments are taken in, the checks and balance system may require the involvement of more than one person. Notices for hearings and resulting orders must be served which cannot be accomplished remotely. In addition, documents must be scanned which cannot be completed off-site. Some of these positions, including the judges, administrators, magistrate, probate register and manager of probate and juvenile services have supervisory responsibilities and are required to process invoices and other budgetary matters that require some presence in the offices. Other positions, such as probation and juvenile services officers must meet periodically with clients on their caseloads. **Although some work cannot be done remotely, many tasks can be completed off-site. So, the work of the courts can continue by rotating staff in and out of the building, maintaining a minimal number of on-site employees at any one time.** When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

### **Greenhaven:**

Positions include: Sr. Juvenile Officer/Juvenile Facilities Manager, Direct Care Worker, P/T Direct Care Worker and Staff Supervisor.

The Youth Home remains open and currently has at least one full-time resident. Other parts of the building remain available for juveniles who need to complete schoolwork or some community service projects. Further, law enforcement continues to use the facility for after-hours detention. The Sr. JSO/Juvenile Facilities Manager does not have to be on-site continuously but will be required to come into the building if there are issues with maintenance, staff and/or residents. The remainder of the staff is necessary to provide supervision of residents and juvenile programming. The staff is assigned to shifts; so there is usually only one worker there at any given time. **When there are no residents, the staff reverts to an on-call basis.** When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

### **Friend of the Court:**

Positions include: Enforcement Officer, Investigator, Deputy Friend of the Court, Friend of the Court, Services Specialist, Support Specialist, Sr. Enforcement Officer, Administrative Clerk and Finance Officer. The courthouse remains open and the Friend of the Court staff continues its hearings, meetings and enforcement efforts. This office also continues to have walk-in traffic to submit complaints, updates, and child support payments. When payments are taken in, the checks and balance system require the involvement of more than one person. Notices for appearances and resulting orders must be served which cannot be accomplished remotely. In addition, documents must be scanned which cannot be completed off-site. Some of these positions, including the Friend of the Court/Deputy Friend of the Court and Sr. Enforcement officer have supervisory responsibilities and are required to process invoices and other budgetary matters that require some presence in the office. **Although some work cannot be done remotely, many tasks can be completed off-site. So, the work of the courts can continue by rotating staff in and out of the building, maintaining a minimal number of on-site employees at any one time.** When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

### **Indigent Defense:**

Positions include: Administrative Support and Indigent Defense Administrator

The Administrative Support position is able to work remotely, but also is required to be in-person from time to time to keep the office operating as needed. The Indigent Defense Administrator position works remotely, except for one day per week they are in-person to conduct tasks that cannot be completed remotely. When in-person work is necessary, all employees are wearing face coverings, social distancing and washing their hands with soap and water frequently as required.

## Clinton County

### Remote Work Agreement COVID-19

---

Clinton County encourages all departments to strongly consider ways of implementing social distancing as a method to minimize the spread of the COVID-19 virus (referred to throughout this document as the current health situation). One such option for social distancing is working remotely where the Elected Official or Department Head has determined that such remote work is appropriate and viable. This Remote Work COVID-19 Agreement should be used in all instances in which management has determined that an employee may temporarily work remotely as a means of social distancing.

This Agreement is between Clinton County, the Elected Official or Department Head and the employee (“you”) and must be signed and approved by the employee’s Elected Official or Department Head and Controller/Administrator. If further temporary remote work is deemed appropriate by management, a new Agreement should be prepared and signed. *Note that having successfully engaged in temporary remote work pursuant to this Agreement does not mandate agreement to any future remote work.*

#### **The employee agrees to the following conditions:**

- A. Clinton County, the Elected Official or Department Head and you agree that you will work remote on the following scheduled days and hours: \_\_\_\_\_ and with the following frequency (such as each week, every other week, each month, etc.) \_\_\_\_\_. You understand that this agreement to permit you to work remote will be reviewed continuously during the period in which Clinton County encourages social distancing as a measure intended to minimize spread of the current health situation. Accordingly, Clinton County, the Elected Official or Department Head may alter this schedule by ending or extending the remote work agreement at any time at its discretion.
- B. You agree to maintain a presence with your department while working remotely. Presence may be maintained in the manner and using the technology, directed by the department, which remains readily available such as by laptop computer, mobile phone, email, messaging application, videoconferencing, instant messaging and/or text messaging at all times during the times the department expects or requires you to work. You are expected to maintain the same response times as if you were at your regular work location. You will make yourself available to physically attend scheduled work meetings as requested or required by the Department.
- C. This remote work arrangement will begin on \_\_\_\_\_ and will remain in effect unless altered, extended or terminated at any time as described in paragraph A above.
- D. While working remote you will work just as if you were in your regular Clinton County Work location and to the best of your ability maintain productivity, performance, communication and responsiveness standards as if you were not temporarily remote working. This Agreement does not change the basic terms and conditions of your employment at Clinton County. You will perform all of your duties as set forth in your job description to the best of your ability, as well as those additional and/or different duties that the Department may assign from time to time. Further, you remain obligated to comply with all Clinton County (as well as the department’s) policies and procedures.
- E. You will communicate regularly with your office and coworkers, which will include a weekly written report of activities.
- F. If you are a non-exempt (hourly) employee, you are not to work overtime without prior approval from your Elected Official or Department Head, and you are required to take your rest and meal breaks while working remotely in full compliance with federal, state and local guidelines. You agree to follow

such procedures as your manager, your Department may establish in order to minimize the likelihood of interruptions or delays to your rest, or meal breaks in a way that causes a violation of Clinton County policy. You are required to notify your manager within one business day if you believe you were unable to take a rest or meal break in full compliance with the requirements of federal, state or local policy on a day on which you worked remotely.

- G. You will be solely responsible for the configuration associated with your remote workspace. This includes ensuring and maintaining an ergonomically appropriate and safe remote worksite.
- H. All injuries incurred by you during hours you are working and all illnesses that are job-related must be reported. Review the Clinton County's workers compensation policy for more detailed information.
- I. You agree that Clinton County equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Clinton County equipment. The employee understands that all tools and resources provided by the company shall remain the property of Clinton County at all times.
- J. You agree to protect Clinton County equipment from theft or damage and to report theft or damage to your manager immediately.
- K. You agree to comply with Clinton County's policies and expectations regarding information security. The employee will be expected to ensure the protection of all Clinton County information accessible from their remote offices.
- L. You understand that all terms and conditions of employment with Clinton County remain unchanged, except those specifically addressed in this agreement.

This Agreement is subject to all applicable Clinton County policies, procedures, and collective bargaining agreements. By signing this agreement, you are also confirming you have read, understood, and will comply with all provisions in connection with your remote work arrangement, including but not limited to, Workplace Conduct, Workplace Health & Safety, Conflict of Interest and the Anti-Harassment and Discrimination Policy.

You acknowledge that if your Elected Official or Department Head deems that the remote work arrangement described in this Agreement is not working effectively or as envisioned, management may at any time adjust or end the remote work arrangement. Management will strive to provide at least 24 hours' advance notice of any changes to the remote work arrangement.

Clinton County will provide appropriate offices supplies (paper, pens, etc.) as deemed necessary and you will be responsible for reporting to your office to pick up those supplies.

Clinton County will provide the following equipment: \_\_\_\_\_

\_\_\_\_\_

The employee will provide the following equipment: \_\_\_\_\_

\_\_\_\_\_

**Acknowledgement**

I have read and agree to the terms of the Remote Work Policy, and I agree to the duties, obligations, responsibilities and conditions outlined herein.

**UNDERSTOOD AND AGREED:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

**APPROVED BY:**

\_\_\_\_\_  
Approver Signature (Elected Official/Department Head)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Approver Signature (Controller/Administrator)

\_\_\_\_\_  
Date

## APPENDIX F

### COVID-19 INFORMATIONAL FACT SHEETS

Additional Research is ongoing. For the most current and up-to-date facts and information from the Center of Disease Control (CDC) including how to protect yourself, what to do if you are sick and information on the COVID-19 vaccine, please go to their website: <https://www.cdc.gov/coronavirus/2019-ncov/>

To review the CDC's most current guidance on [Quarantine and Isolation: please click here](#) [COVID-19 Quarantine and Isolation | CDC](#)

CDC Fact Sheet on What to Do if You Are Sick:  
[What To Do If You Are Sick](#)

District Health Department Directions for Social Distancing, Self-Monitoring, Self-Quarantine and Self-Isolation:  
[COVID-19 Center \(mmdhd.org\)](#)

CDC Handwashing Fact Sheet: [Handwashing and Hand Sanitizer Use at Home, at Play, and Out and About. \(Print-only\) \(cdc.gov\)](#)

CDC Fact Sheet Preventing the Spread of Germs:  
[How to Protect Yourself and Others](#)

[Stop the Spread of Germs](#)

[This poster is no longer on the CDC website](#)

CDC Cleaning and Disinfecting Your Facility:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## APPENDIX G

### EMPLOYEE TRAINING

Clinton County will provide training as required under MIOSHA's October 14, 2020 Emergency Rules Coronavirus Disease 2019 (COVID-19).

1. To view training information and videos on donning and doffing of Personal Protective Equipment (PPE) click on the "CDC Using Personal Protective Equipment (PPE)" hyperlink below:
  - CDC Using Personal Protective Equipment (PPE)" – the donning and doffing of PPE  
[Using PPE/Donning and Doffing of PPE](#)  
[Use Masks to Slow the Spread of COVID-19 \(cdc.gov\)](#)
2. Steps the employee must take to notify Clinton County of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19  
  
[See Section 5 of this plan](#)
3. Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan  
  
[See Section 3 of this plan](#)
4. Please see the Clinton County Personnel Manual for employment policies and benefits regarding employment. Following are rules employees must follow in order to prevent exposure to and spread of COVID-19:
  - A. Stay home if you are sick or experiencing symptoms of COVID-19.
  - B. Monitor yourself for symptoms of COVID-19; e.g., temperature taking, atypical cough, loss of taste and/or smell, etc. [See Section 3 of this plan](#)
  - C. Stay away from sick people.
  - D. Wash hands frequently for 20 seconds using warm water and soap, thoroughly clean backs and palms of hands, between fingers and across fingertips.
  - E. Use hand sanitizer.
  - F. Clean and sanitize frequently touched surfaces such as door handles, keypads counters, etc.
  - G. Cover your coughs and sneezes with tissues and properly dispose of used tissues in trash receptacles.
  - H. Report unsafe working conditions to your supervisor or to the County Administrator.
5. Proper hand washing techniques – (see link to video below):  
  
[Hand Washing Techniques](#)
6. How to report unsafe working conditions:  
  
[See Section 3 of this plan](#)

**APPENDIX H**

**COVID-19 EMPLOYEE EXPOSURE DETERMINATION**

<b>Job Task</b>	<b>Exposure Risk Determination (Low, Medium, High, Very High)</b>	<b>Qualifying Factors (Ex. No public contact, public contact)</b>
Board of Commissioners Member	Medium	May have contact with employees/public
<b><u>Courts</u></b>		
Judges	Medium	May have contact with employees/public
Administrators	Medium	May have contact with employees/public
Accounting Clerk	Low	May have contact with employees/public
Deputy Clerk	Medium	May have contact with employees/public
Assignment Clerk	Medium	May have contact with employees/public
Probation Secretary	Low	May have contact with employees/public
Chief Deputy	Medium	May have contact with employees/public
Probation Officer	Medium	May have contact with employees/public
Court Recorder	Low	May have contact with employees/public
Administrator/Magistrate	Medium	May have contact with employees/public
Probate Register	Low	May have contact with employees/public
Senior Juvenile Services Officer	Medium	May have contact with employees/public
Juvenile Services Officer	Medium	May have contact with employees/public
Manager of Probate/Juvenile Services	Medium	May have contact with employees/public
Juvenile Register	Low	May have contact with employees/public
Juvenile Special Services Officer	Medium	May have contact with employees/public
<b><u>Administration</u></b>		
<b><u>Dept.</u></b>		
Executive Secretary	Low	May have contact with employees/public
Human Resources	Medium	May have contact with employees/public
Deputy County Administrator	Medium	May have contact with employees/public
County Administrator	Medium	May have contact with employees/public
Office Assistant	Medium	May have contact with employees/public
Finance Director	Medium	May have contact with employees/public
Accounts Payable Clerk	Low	May have contact with employees/public
Insurance Coordinator	Medium	May have contact with employees/public
Accounts Technician	Low	May have contact with employees/public
<b><u>Clerks Dept.</u></b>		
Deputy County Clerk	Medium	May have contact with employees/public
County Clerk	Medium	May have contact with employees/public
<b><u>Treasurer Dept.</u></b>		
Deputy Treasurer	Medium	May have contact with employees/public
Chief Deputy Treasurer	Medium	May have contact with employees/public
Treasurer	Medium	May have contact with employees/public
<b><u>Equalization Dept.</u></b>		
Equalization Director	Medium	May have contact with employees/public
Senior Equalization Assistant	Medium	May have contact with employees/public

Equalization Assistant	Medium	May have contact with employees/public
<b><u>Facility and Fleet Services Dept.</u></b>		
Maintenance Worker	High	May have contact with known/suspected cases
Facilities Director/Project Mgr	High	May have contact with known/suspected cases
Senior Maintenance Worker	High	May have contact with known/suspected cases
P/T Maintenance Worker	High	May have contact with known/suspected cases
Deputy Director	High	May have contact with known/suspected cases
<b><u>Prosecutor's Office</u></b>		
Chief Asst		
Prosecutor	Medium	May have contact with employees/public
Investigatory	Medium	May have contact with employees/public
Asst. Prosecutor II	Medium	May have contact with employees/public
Legal Secretary	Medium	May have contact with employees/public
Prosecuting Attorney	Medium	May have contact with employees/public
Office Manager	Medium	May have contact with employees/public
<b><u>Register of Deeds</u></b>		
Deputy Register of Deeds	Medium	May have contact with employees/public
<b><u>Drain Commissioner's Office</u></b>		
Admin. Aide	Medium	May have contact with employees/public
Drain Commissioner	Medium	May have contact with employees/public
Deputy Drain Comm/Prof Engineer	Medium	May have contact with employees/public
Drain Engineer Tech/Inspector	Medium	May have contact with employees/public
Drain Maintenance Worker	Medium	May have contact with employees/public
Drain Accounting Specialist	Medium	May have contact with employees/public
<b><u>Community Development Dept.</u></b>		
Building & Zoning Admin	Medium	May have contact with employees/public
Community Dev Director	Medium	May have contact with employees/public
Planning/Permit Technician	Medium	May have contact with employees/public
<b><u>Parks &amp; Rec Dept.</u></b>		
Seasonal Park Ranger	Medium	May have contact with employees/public
Green Space Comm Coordinator	Medium	May have contact with employees/public
<b><u>Friend of the Court</u></b>		
Enforcement Officer	Medium	May have contact with employees/public
Investigator	Medium	May have contact with employees/public
Deputy Friend of the Court	Medium	May have contact with employees/public
Friend of the Court	Medium	May have contact with employees/public
Services Specialist	Medium	May have contact with employees/public
Support Specialist	Medium	May have contact with employees/public
Sr. Enforcement Officer	Medium	May have contact with employees/public
Administrative Clerk	Medium	May have contact with employees/public
Finance Officer	Medium	May have contact with employees/public
<b><u>Waste Management Dept.</u></b>		
Asst./Educ Coordinator	Medium	May have contact with employees/public
Coordinator	Medium	May have contact with employees/public
Secretary	Medium	May have contact with employees/public
<b><u>Indigent Defense</u></b>		
Administrative Support	Medium	May have contact with employees/public
Mngd Assigned Counsel Admin	Medium	May have contact with employees/public

**Central Dispatch - 911**

Lead Telecommunicator  
Director  
Secretary  
Telecommunicator  
Operations  
Supervisor

Medium  
Medium  
Medium  
Medium  
Medium

May have contact with employees/public  
May have contact with employees/public  
May have contact with employees/public  
May have contact with employees/public  
May have contact with employees/public

**Intensive HomeComm**

**Services**

Sr Juv Services  
Officer  
Compliance Officer  
Juv Facilities Mgr.  
Juv Services Officer

Medium  
Medium  
Medium  
Medium

May have contact with employees/public  
May have contact with employees/public  
May have contact with employees/public  
May have contact with employees/public

**Greenhaven**

Sr. Juvenile Officer  
Direct Care Worker  
P/T Direct Care Worker  
Staff Supervisor  
Juvenile Facilities Manager

Medium  
Medium  
Medium  
Medium  
Medium

May have contact with employees/public  
May have contact with employees/public  
May have contact with employees/public  
May have contact with employees/public  
May have contact with employees/public

**Building & Code Enforcement**

Plumbing Mechanical Inspector  
Building Secretary  
Building Inspector/Soil Erosion  
Electrical Inspector

Medium  
Medium  
Medium  
Medium

May have contact with employees/public  
May have contact with employees/public  
May have contact with employees/public  
May have contact with employees/public

**IT Dept.**

Systems Support  
Tech  
Director  
Sr. System Support Tech  
GIS Coordinator -

Medium  
High  
Medium  
Medium

May have contact with employees/public  
May have contact with known/suspected cases  
May have contact with employees/public  
May have contact with employees/public

**Sheriff's Dept.**

Sheriff  
Undersheriff  
Certified Law Enforcement  
Officer  
Certified Corrections Officer  
Emergency Management  
Office Management  
Jail Cooking Staff  
Court Security  
Officer  
Animal Control Officer

High  
High  
High  
High  
High  
High  
High  
High  
High  
High  
High

May have contact with known/suspected cases  
May have contact with known/suspected cases  
May have contact with known/suspected cases  
May have contact with known/suspected cases  
May have contact with known/suspected cases  
May have contact with known/suspected cases  
May have contact with known/suspected cases  
May have contact with known/suspected cases  
May have contact with known/suspected cases  
May have contact with known/suspected cases  
May have contact with known/suspected cases

## APPENDIX I

### MIOSHA Emergency Rules Coronavirus Disease 2019 (COVID-19)

Please see the link to the MIOSHA Emergency Rules Disease 2019 (COVID-19) below.

[https://www.michigan.gov/documents/leo/MIOSHA\\_COVID\\_Emergency\\_Rules\\_726100\\_7.pdf](https://www.michigan.gov/documents/leo/MIOSHA_COVID_Emergency_Rules_726100_7.pdf)

**Note:** The Amended MIOSHA Emergency Work Rules were signed by Governor Whitmer on June 20, 2021 and they are currently valid through October 14, 2021.