

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ADOPTING THE INGHAM COUNTY COVID-19  
PREPAREDNESS AND RESPONSE PLAN**

**RESOLUTION #20 – 185**

WHEREAS, 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, Ingham County has prepared the attached COVID-19 Preparedness and Response Plan (“Plan”); and

WHEREAS, Executive Orders 2020-42 and 2020-59 prohibit 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; and

WHEREAS, the plan identifies essential workers, protective safety measures that will be implemented, what the county will do if an employee tests positive, and requires the identification of a COVID-19 Workplace Coordinator to ensure that departments have a business continuity plan in place; and

WHEREAS, the implementation of a COVID-19 Preparedness and Response Plan is a requirement of Executive Orders 2020-42 and 2020-59.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the attached COVID-19 Preparedness and Response Plan.

BE IT FURTHER RESOLVED, that the Controller/Administrator is designated as Ingham County’s COVID-19 Workplace Coordinator.

BE IT FURTHER RESOLVED, this plan may be amended from time to time as necessary to remain consistent with subsequent executive orders at the concurrence of the Board Chairperson, Health Officer and Controller/Administrator.

**COUNTY SERVICES: Yeas:** Sebolt, Celentino, Grebner, Koenig, Stivers, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 05/05/2020**



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

**Date Implemented: May 12, 2020**

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## **Ingham County 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, Ingham County has 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, or due to information provided by county employees.

### **Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations**

Executive Order 2020-42 and subsequent Executive Order 2020-59 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42 and 2020-59.

Under Executive Orders 2020-42 and 2020-59, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Ingham County employees who refuse to follow the guidelines set forth in this plan will be subject to discipline as provided in the applicable collective bargaining agreement, including being sent home by their supervisor. Methods for reporting violations will be in accordance with standard county policies and procedures.

### **Protective Safety Measures**

#### ***Sick Leave***

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Ingham County’s Health Advisory Leave Policy. 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, they should be sent home 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***

Ingham County shall provide and make available to all Critical Infrastructure Workers (CIW) personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW. Any CIW able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space.

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

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room, restroom or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

### ***Enhanced Hygiene***

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

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

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly to Clean and disinfect all “touch points” which includes but not limited to the following:

- Push/panic bars
- Door handles
- Handrails
- Elevator control buttons (by spraying the disinfectant on a rag first then clean the surfaces)
- Drinking fountains
- Handicap buttons (door opening devices)
- Tubs, X-ray machines, wands (things associated with screening)
- Bathrooms and fixtures
- Break rooms
- All hard services in common areas

using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the County has have established several pre-approved vendors for an emergency cleaning/sanitizing response in the event have an environmental issue requires an entire department and/or building to be cleaned and disinfected.

***Tools and Equipment***

Ingham County limits the sharing of tools and equipment among CIWs; 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. Ingham County will provide CIWs with disinfectant wipes and other disinfecting products for this purpose.

***Visitors***

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions.

Ingham County further requires that any member of the public able to medically tolerate a face covering must wear a covering over their nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.

Each department will be responsible for maintaining a visitor log, to assist in contact tracing if necessary.

## Coronavirus Disease (COVID-19) Workplace Checklist

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Ingham County businesses and entities may remain open if they provide essential services to sustaining or protecting life. Under the Ingham County Health Officer's Order, these businesses and entities must take the following actions to ensure the safety of employees and customers.

### Screen staff reporting to work sites

#### **Ask all staff these questions when they report for work for each shift:**

1. Do you have symptoms of fever, cough, shortness of breath, sore throat or diarrhea?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you traveled on an airplane internationally or domestically in the last 14 days?

#### **If an employee answers YES to any of the screening questions:**

Send the employee home immediately. The employee should self-isolate/self-quarantine at home for:

- If symptoms are present, a minimum of 7 days since symptoms first appear. Must also have 3 days without fevers and improvement in respiratory symptoms.
- 14 days if the employee had close contact with an individual diagnosed with COVID-19.
- 14 days following international or domestic travel.

#### **Screening Guidance:**

Create and implement an active screening plan that will work best for your facility. Determine where and how this screening will take place. You can use this form to record answers. You are not required to record answers to the 3 screening questions, or record employee temperature results. We recommend it, but you are not required to do so.

Items to consider: Stagger shift starting times so employees do not arrive at the same time. Have one person asking staff these questions directly. Or, staff could do a "self-check-in" by entering their information on a computer, tablet, or sheet of paper. Be sure to instruct employees on properly disinfecting equipment or writing utensils. Provide alcohol-based hand sanitizer at the screening station, if possible.

If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature at 100.4°F or above.

If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

Note that the 14-day quarantine period does not apply to hospitals, healthcare facilities, EMS, other organizations that employ healthcare workers in the inpatient or outpatient setting, all providers and support staff involved in patient care, and public health staffing actively involved in the COVID-19 response (local or state).

## **Develop and implement a social distancing plan**

Determine how you will maintain 6 feet of distance between people. This 6-foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business. Options include using signs, contact barriers, entrance limits, and specialized hours. You may also need to limit capacity inside facilities to provide for social distancing between customers and employees.

## **Post the Ingham County Order**

Hang the Ingham County March 25, 2020 Public Health Order at all facility entrances so that it is visible to all employees and customers. For questions, visit [hd.ingham.org/coronavirus](http://hd.ingham.org/coronavirus) or contact Ingham County Health Department at (517) 887-4517.

### **Business Continuity Plans**

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

## **APPENDIX A**

### **CRITICAL INFRASTRUCTURE WORKERS**

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Orders 2020-42 and 2020-59, critical infrastructure workers also include<sup>1</sup>:

- 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 subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.

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<sup>1</sup> Under Executive Orders 2020-42 and 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

- 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



# Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name: \_\_\_\_\_

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

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

**In the past 24 hours, have you experienced:**

Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:		

If you answer “**yes**” to any of the symptoms listed above, or your temperature is **100.4°F or higher**, please do not go to into work. Self-isolate at home and contact your primary care physician’s office for direction.

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

**In the past 14 days, have you:**

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

Traveled via airplane internationally or domestically?  Yes  No

If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.

**For questions, visit [hd.ingham.org/ coronavirus](https://hd.ingham.org/coronavirus) or contact Ingham County Health Department at (517) 887-4517.**

## APPENDIX C

### EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees\* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

\*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

**APPENDIX D**

**CORONAVIRUS DISEASE (COVID-19)  
VISITOR HEALTH SCREENING**

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Court/Office Visiting: \_\_\_\_\_

Visitors Name: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Time In: \_\_\_\_\_

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

Fever? (100.0°F or above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:		

If the visitor answered “yes” to any of the symptoms listed above visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

**In the past 14 days, have you:**

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19?  Yes  No

Traveled via airplane internationally or domestically?  Yes  No

If visitor answered “yes” to either of these questions visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

.....  
Security Officer or Employee:

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Spoke to: \_\_\_\_\_

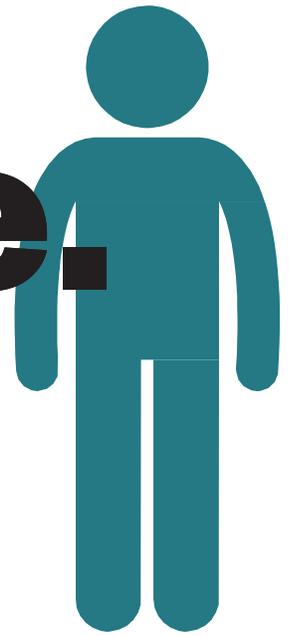
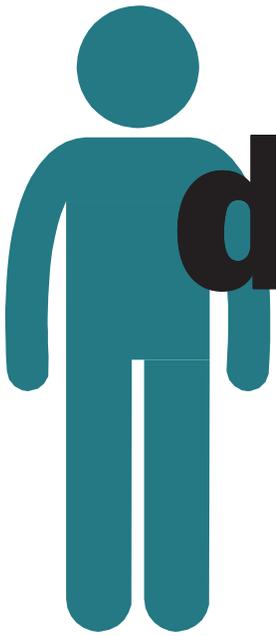
**APPENDIX E**  
**SIGNS FOR BUILDINGS**

# COVID 19

CORONAVIRUS DISEASE



**Please  
keep your  
social  
distance.**



**Social distancing  
means keeping**

**← 6 feet →**

**apart from others.**



**Ingham County  
Health Department**

# **Coronavirus** (COVID-19) **Stop the Spread**

## **APPENDIX F**

### **OTHER RESOURCES**

Governor Whitmer's Executive Orders 2020-42 and 2020-59:

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-525182--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,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)

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

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-525278--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,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)

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: Health Advisory Leave Policy**

**ADOPTED – MARCH 24, 2020  
AGENDA ITEM NO. 4**

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ADOPTING A HEALTH ADVISORY LEAVE POLICY**

**RESOLUTION #20 – 112**

WHEREAS, the recent outbreak of the COVID-19 virus pandemic emphasizes the need for policies and procedures in response to public health advisories; and

WHEREAS, in light of this need, a policy is warranted to govern paid leave for Ingham County employees unable to work due to illness, caregiving responsibilities and/or voluntary or mandatory self-quarantine requirements issued by state, local or federal health officials related to a health advisory; and

WHEREAS, adoption of a Health Advisory Leave Policy is supported by County Labor Representatives to address this need.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Health Advisory Leave Policy, retroactive to March 10, 2020, the date of commencement of the current state of emergency declaration made by Michigan Governor Gretchen Whitmer in response to the COVID-19 outbreak.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

**Approved:  
Resolution No.**

**20-**

**A. Purpose and Applicability**

The purpose of this policy is to provide the framework for interim and short-term action and response during a Health Advisory period and is applicable to all County employees. In the event of a suspension of County operations, the provisions of this policy are superseded by any conflicting provisions contained in General Administrative Management and Operations Policy No. 221, Suspension of County Operations, except that otherwise eligible temporary and seasonal employees will be provided with Health Advisory Leave to the extent they are not eligible for leave under the federal Emergency Family and Medical Leave Act and the Emergency Paid Sick Leave Act and to the extent previously scheduled hours of work are otherwise uncompensated.

**B. Authority and Responsibility**

In the event of an outbreak or potential outbreak of disease determined and declared by Ingham County, in consultation with the Ingham County Health Department, to be a severe communicable disease, the Ingham County Board of Commissioners authorizes the County Controller/Administrator, Judges and Elected Officials, or their designees, to appropriately monitor and coordinate actions and implement measures to safeguard the welfare of its employees and residents while maintaining operations in an effective and efficient manner.

The Controller/Administrator is responsible for periodically reviewing this policy and submitting recommended changes to the County Services Committee for approval. Recommended changes may include, but are not limited to, alteration in the maximum number of paid Health Advisory Leave hours authorized for use by employees, expansion of the definition of family member, compliance and coordination with laws, regulations, executive or operative orders, etc.

**C. Procedure**

Before declaring a Health Advisory, the County Controller/Administrator will consult with the Board Chairperson, Health Officer, Information Technology Director, Human

Resources Director, and any other pertinent County Government leaders.

If a Health Advisory has been issued by the County Controller/Administrator (or their designee) the following procedure applies.

**EMPLOYEES REQUIRED TO REPORT TO WORK:** During a Health Advisory, employees will be required to work as directed.

**An Elected Official/Department Head** (or designee) may authorize a request for Health Advisory Leave for employees who are directed to report to work. This may include circumstances where the employee has been infected with a severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or residents through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of their job without possible harm to themselves or others. Supporting documentation from a health care provider may or may not be required for authorization (see Medical Documentation below).

**EMPLOYEES REQUIRED TO BE AVAILABLE TO WORK:** Employees required to be available to work must continue to be available for work as directed and will be provided further guidance by their Elected Official/ Department Head (or designee).

An Elected Official/ Department Head (or designee) may authorize a request for Health Advisory Leave for employees required to be available to work but are not eligible for, not yet eligible for, or exempted from the paid leave provisions of the Emergency Family and Medical Leave Act, the Emergency Paid Sick Leave Act. This may include circumstances where the employee has been infected with a severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or residents through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of their job without possible harm to themselves or others. Supporting documentation from a health care provider may or may not be required for authorization (see Medical Documentation below).

**ALL OTHER EMPLOYEES:** Depending on the nature and severity of the situation, an Elected Official/Department Head (or designee) may authorize a request for Health Advisory Leave for employees who are not required to report to work and who are not required to be available to work. These employees:

1. May not be required to report to work or may be directed to stay away from their work sites.
2. May be instructed not to report until contacted by their Elected Official/ Department Head (or designee) with further directions.

3. May be instructed not to report to work if they are reasonably believed to have been exposed to, or infected with, the severe communicable disease.
  
4. May be instructed not to report to work if the employee is showing symptoms of the severe communicable disease (for example, coughing, sneezing, fever, diarrhea, nausea, etc.) until they are free of fever (100.4 degrees or greater) and/or free of any other symptoms (coughing, sneezing, etc.) for at least the minimum period of time recommended by qualified health officials prior to the start of their shift, without the use of fever-reducing or other symptom altering medicines (cough suppressants). “Symptoms of the severe communicable disease” are defined as those identified by qualified medical professionals and/or health officials. Supporting documentation from a health care provider may or may not be required (see Medical Documentation below).

**HEALTH ADVISORY LEAVE:** Employees who are currently eligible for, or upon becoming eligible for, paid leave under the provisions of the Suspension of County Operations Policy, the Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act or (any other special and temporary law or regulation to provide temporary or emergency paid leave during a pandemic) are not eligible for this temporary emergency Health Advisory Leave nor eligible for continuation Health Advisory Leave after becoming eligible under such laws or regulations. Note: In 2020, employees who will be eligible for paid leave under the provisions of the Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act are eligible for Health Advisory Leave up to, and not extending past, April 2, 2020 (the effective date of the EFMLA and EPSLA) only to the extent employees were not eligible for paid leave under the Suspension of County Operations Policy in effect beginning March 17, 2020 through April 5, 2020.

If the Elected Official/ Department Head (or designee) authorizes an eligible employee to take Health Advisory Leave, the employee:

1. May use up to 120 hours of paid Health Advisory Leave per year to care for themselves or their family member during a Health Advisory period. This paid leave is separate and distinct from any other category of paid leave, including but not limited to paid sick leave. "Care for a family member" includes care required due to closure of schools, day care facilities, or other care facilities.
2. May not use Health Advisory Leave for previously scheduled unrelated medical appointments/procedures, vacation or other leaves of absence unrelated to the Health Advisory.
3. Paid Health Advisory Leave hours are available for use to provide paid leave for hours an employee is regularly scheduled to work.
4. Must follow established call-in/reporting procedures to notify supervision of their absence in the event Health Advisory leave is taken.

Extension: If an eligible employee has been infected with a severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or customers through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of their job without possible harm to themselves or others, the employee may request an extension of Health Advisory leave. After consulting the Controller/Administrator, and appropriate Elected Official or Department Head, the Human Resources Director will determine whether additional hours of Health

Advisory Leave will be granted, taking into consideration the recommendation of the employee's health care provider.

**FAMILY MEMBER:** The definition of a family member in this policy is:

- Biological, adopted or foster child, stepchild or legal ward, or child to whom the employee stands in loco parentis.
- Employee or their spouse's biological parent, foster parent, stepparent, adoptive parent, or legal guardian.
- An individual who stood in loco parentis to the employee when they were a minor child.
- Spouse, significant other with whom the employee resides or other cohabitant.
- Grandparent or grandchild.
- Biological, foster, or adopted sibling.

An employee who may otherwise be eligible for paid leave coverages pursuant to the Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act may, nonetheless, be eligible for Health Advisory Leave under the expanded "family member" definition of this Policy if the individual being cared for is not within the definition of "family member" under the Emergency Family Act and/or Paid Sick Leave Act. There shall be no duplication of benefits under this policy and applicable laws.

**RETURN FROM HEALTH ADVISORY LEAVE:** Employees may report to work if the employee is not showing any symptoms of the severe communicable disease (for example, coughing, sneezing, fever, diarrhea, nausea, etc.), they are free of fever (100.4 degrees or greater) and/or free of any other symptoms (coughing, sneezing) for at least the minimum period of time recommended by qualified health officials prior to the start of their shift, without the use of fever-reducing or other symptom altering medicines (cough suppressants). Supporting documentation from a health care provider may or may not be required (see Medical Documentation below).

**UNSCHEDULED ABSENCE:** Absences using an approved Health Advisory Leave will not be counted as an unscheduled or unexcused absence unless an employee does not follow established call-in/reporting procedures to notify supervision of their absence except under exigent circumstances or does not provide required medical documentation (see Medical Documentation below).

**PRECAUTIONARY MEASURES:** During a Health Advisory period, employees should undertake all recommended measures to address the nature of the disease. This may include:

- Washing hands frequently with soap and water.
- Avoid touching your nose, mouth and eyes.
- Frequently clean all work surfaces, telephones, and computer equipment.
- Limit guests in “employee only” areas.
- Refrain from using another employee’s phone, desk, office, or other work tools and equipment.
- Avoid contact with others (i.e., handshakes). Wash hands after contact with others.
- Reduce face-to-face contact (e.g., conduct conference calls rather than traditional meetings).

**TELEWORK:** If authorized by the Elected Official/Department Head (or designee), employees in essential or critical positions may be permitted to engage in telework during a Health Advisory period. Telework is work performed away from the employee’s customary work location.

**BUSINESS AND PERSONAL TRAVEL:** Non-essential business travel is suspended during a Health Advisory period. Employees are strongly encouraged to discontinue non-essential personal travel during a Health Advisory period. Traveling employees may be subject to voluntary or mandatory (as determined by their supervisor) self-quarantine upon return from travel in accordance with state, local or federal recommendations. Health Advisory leave may be used during a period of voluntary or mandatory self-quarantine.

**FLMA LEAVE OF ABSENCE:** During a Health Advisory period, employees may or may not be required to submit documentation from a health care provider required during non-Health Advisory periods to support any need for leave due to a qualifying circumstance under the Family and Medical Leave Act (FMLA), Emergency Family and Medical Leave Act and/or the Emergency Paid Sick Leave Act (see Medical Documentation below). The Human Resources Department will continue to issue Notice of FLMA Rights to employees where notice of a potential need for FMLA/EFMLA leave is identified and communicated to Human Resources personnel.

**MEDICAL DOCUMENTATION:** During a Health Advisory period, employees may or may not be required to submit supporting documentation from a health care provider customarily required during non-Health Advisory periods. Circumstances including, but not limited to, the nature of the health advisory, recommendations of qualified health officials and availability of health care resources will be some of the considerations used to determine whether to waive, grant a delay in providing, or not waive the customary documentation requirement.

**APPLICATION OF LEGAL REQUIREMENTS:** The legal requirements of leave granted or extending past April 2, 2020 for eligible and/or non-exempted County employees shall be defined by the requirements of applicable law including, but not limited to, the Emergency Family and Medical Leave Act, the Emergency Paid Sick Leave Act, the Family and Medical Leave Act, County policies and/or the parties' collective bargaining agreement.

**RESOURCES:**

Ingham County Health Department – [hd.ingham.org](http://hd.ingham.org)

Michigan Department of Health and Human Services – [michigan.gov/dhhs](http://michigan.gov/dhhs)

Centers for Disease Control – [cdc.gov](http://cdc.gov)

EmployeeConnect Employee Assistance Program – [Lincoln4Benefits.com](http://Lincoln4Benefits.com)  
or 888-628-4824.

**APPENDIX H**

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

**Certification by Responsible Public Official**

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

- 1.) It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020.
- 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 Ingham County website [www.ingham.org](http://www.ingham.org) and at each Ingham County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity:

County of Ingham

Signature:

  
\_\_\_\_\_

Name of Official:

Bryan Crenshaw

Title:

Chairperson, Ingham County Board of Commissioners

Date:

May 29, 2020