

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**

**Date Revised: June 1, 2020  
January 26, 2021**

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

## Plan

General Overview .....	1
Basic Infection Prevention Measures	
Enhanced Hygiene .....	1
Sick Leave .....	1
Remote Work .....	2
Personal Protective Equipment.....	2
Enhanced Social Distancing .....	2
Enhanced Cleaning and Disinfecting.....	3
Visitors.....	3
Prompt Identification and Isolation of Sick Individuals	
Employee Screening Before Entering the Workplace .....	4
Self-Monitoring for Symptoms .....	4
Procedures for Reporting Illness.....	5
Additional Workplace Protections	
Engineering Controls .....	5
Administrative Controls.....	5
Non-Essential Travel .....	5
Working with Insurance Companies and State and Local Health Agencies.....	5
Continue to Follow Existing MIOSHA Standards.....	5
Training.....	5
Recordkeeping .....	6
Workplace Coordinator.....	6
Business Continuity Plan .....	6

## Appendices

A: Visitor Health Screening Form .....	7
B: Signs for Buildings .....	8
C: Other Resources .....	11
D: Health Advisory Leave Policy .....	12
E: Certification by Responsible Public Official.....	19

## **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, or federal guidance related to COVID-19 are issued or amended, or due to information provided by county employees.

### **I. GENERAL OVERVIEW**

The following COVID-19 Preparedness & Response Plan has been established for Ingham County in accordance with the requirements in the most recent MDHHS Order concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer and also in accordance with guidance developed by the Michigan Occupational Health and Safety Administration (“MIOSHA”).

### **II. BASIC INFECTION PREVENTION MEASURES**

#### ***Enhanced Hygiene***

Employees will be 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.

Workers are discouraged from using other workers’ phones, desks, offices, or other work tools and equipment, when possible. If sharing such items or spaces is necessary, then workers should wipe down all items and spaces prior to sharing it with another worker.

All employees able to medically tolerate a face covering must wear a covering over his or her nose and mouth when in any enclosed public or common space. A public or common space includes hallways, breakrooms, conference rooms and restrooms, even when buildings are closed to the public/visitors. This includes:

1. In an office setting: face coverings **must** be worn when in an office/cubicle when other persons are present.
2. Face coverings **must** be worn when entering and exiting a building, from the door to your office or work area.
3. Face coverings **must** also be worn within the work area outside of a worker’s personal space (cubicle/office).

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

Employees should stay home if they are sick. Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act, Ingham County’s Health Advisory Leave Policy, as well as standard leave policy of Ingham County Government. 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. In addition, face-to-face meetings should be replaced with virtual communications to the extent possible. If this is not possible, meetings should be held with appropriate social distancing measures in place.

### ***Personal Protective Equipment***

Ingham County will check the MIOSHA and Centers for Disease Control and Prevention (CDC) websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

All types of PPE will be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (*e.g.*, respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Ingham County will provide any required PPE in accordance with CDC and MIOSHA guidance as well as any state and local orders. Employees are required to wear face coverings when workers cannot consistently maintain six feet of separation from other individuals in the workplace. Ingham County will also consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace. Ingham County also encourages employees to use PPE and hand sanitizer.

### ***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. Ground markings, signs, or physical barriers may also be used, if needed. The number of employees permitted in any break room, restroom or lunchroom shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees will be provided with personal protective equipment appropriate to the exposure risk associated with the job following guidance from MIOSHA and the CDC applicable to the industry and types of jobs at the workplace and in accordance with applicable state orders. Physical barriers may also be installed for employees commensurate with their level of risk of exposure to COVID-19. Ingham County may consider alternating days or extra shifts that reduce the total number of employees in the workplace at one time to ensure social distancing can be maintained. Ingham County will follow CDC and MIOSHA guidance with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. Ingham County will check the MIOSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, Ingham County will adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

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

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including special attention to parts, products, and shared equipment) will be performed regularly using products containing Environmental Protection Agency (“EPA”)-approved disinfectants. When choosing cleaning chemicals, Ingham County will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to.

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 established several pre-approved vendors for an emergency cleaning/sanitizing response in the event an environmental issue requires an entire department and/or building to be cleaned and disinfected.

### ***Visitors***

Non-essential visitors are prohibited from entering County facilities while they are closed. No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions.

Visitors who can conduct business via a Department’s front window must maintain six (6) feet from others at all times. Marks separating visitors by six (6) feet will be placed on the floor in front of all County Department reception areas. When possible, all visitors are banned from entering work offices/space. Should it be necessary for a visitor to enter a work office/space, they should make an appointment when possible and wear a mask while visiting. If a visitor presents with symptoms of COVID-19 do not allow them into any work office/space. Vendors for shredding, copy machine repair, coffee delivery, etc. who enter a work office/space are considered visitors and must wear a mask.

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.

### **III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS**

#### ***Employee Screening Before Entering the Workplace***

- a. Employees must self-screen by using the symptom checker linked here: <http://www.ingham.org/healthscreen> BEFORE employees arrive at the workplace. This link has been sent to all elected officials/department heads and they will be responsible for ensuring their employees self-screen as appropriate.
  
- b. If an employee fails the screening process, they will need to notify their Elected Official/Department Head or designated office personnel and will be excluded from the workplace. The employee's return to work after symptoms consistent with COVID-19 begin or after a positive COVID-19 test will be based on guidance from the Health Department and the Centers for Disease Control and Prevention (CDC). As of July 20, 2020, the CDC guidance is as follows:
  - i. Symptom-based strategy. Exclude from work until:

At least 1 day (24 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
  - ii. At least 10 days after symptom onset or specimen collection date if asymptomatic. Isolation can be longer than ten days depending on length of symptoms. Isolation is 10 days OR the following, whichever is longer:

24 hours after resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath)

#### ***Self-Monitoring for Symptoms***

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See CDC, Watch for Symptoms list.

### ***Procedures for Reporting Illness***

a. Employees must self-screen by using the attached screening questionnaire BEFORE employees arrive at the workplace.

b. If an employee fails the screening process, they will need to notify their Elected Official/Department Head or designated office personnel and will be excluded from the workplace. The employee's return to work after symptoms consistent with COVID-19 begin or after a positive COVID-19 test will be based on guidance from the Health Department and the Centers for Disease Control and Prevention (CDC).

## **IV. ADDITIONAL WORKPLACE PROTECTIONS**

### ***Engineering Controls***

Ingham County will implement the following engineering controls:

These controls may include one or more of the following:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.
- Installing a drive-through window for customer service.
- Specialized negative pressure ventilation in some settings, such as for aerosol generating procedures (*e.g.*, airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings).]

### ***Administrative Controls***

Ingham County will review and implement any other necessary administrative controls as appropriate.

### ***Non-Essential Travel***

All non-essential travel is discontinued until further notice.

### ***Working with Insurance Companies and State and Local Health Agencies***

Ingham County will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

### ***Continue to Follow Existing MIOSHA Standards***

Ingham County will continue to adhere to all applicable existing MIOSHA standards and requirements. Those are listed here: <https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html>

### ***Training***

Ingham County will coordinate and provide training to employees related to COVID-19. At minimum, Ingham County will provide training as required under state executive orders and the following:

- Workplace infection-control practices.
- The proper use of PPE.

- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID–19.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions.

### ***Recordkeeping***

Ingham County shall maintain the required recordkeeping under state executive orders. The following records are required to be maintained:

1. Required employee training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.

### ***Workplace Coordinator***

Ingham County will designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. A supervisor **must** always be on-site when employees are present on site. An on-site employee may be designated to perform the supervisory role in the absence of a supervisor.

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

---

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

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: \_\_\_\_\_

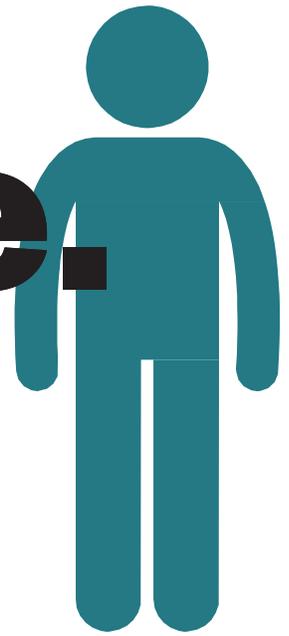
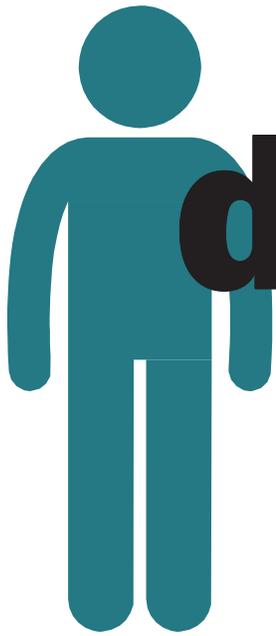
**APPENDIX B**  
**SIGNS FOR BUILDINGS**

# COVID 19

CORONAVIRUS DISEASE



**Please  
keep your  
social  
distance.**



**Social distancing  
means keeping**

**← 6 feet →**

**apart from others.**

**Coronavirus** (COVID-19)



**Ingham County  
Health Department**

## APPENDIX C

### OTHER RESOURCES

Michigan Department of Health and Human Services website:

[michigan.gov/dhhs](https://www.michigan.gov/dhhs)

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-533660--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-533660--,00.html)

Michigan Occupational Safety and Health emergency rules:

<https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html>

Occupational Safety and Health Administration website: [www.osha.gov](http://www.osha.gov)

Centers for Disease Control and Prevention website: [www.cdc.gov](http://www.cdc.gov)

National Institute for Occupational Safety and Health website: [www.cdc.gov/niosh](http://www.cdc.gov/niosh)

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 D**

**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 E**

**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 MDHHS Emergency Order under MCL 333.2253 - Gatherings and Facemask Order, dated November 18, 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: Ingham County  
Signature:  \_\_\_\_\_  
Name of Official: Bryan Crenshaw  
Title: Chairperson, Board of Commissioners  
Date: 01/21/2021