OTSEGO COUNTY GOVERNMENT COVID-19 PREPAREDNESS AND RESPONSE PLAN

Date Implemented: April, 27 2020

Otsego County Government
COVID-19 Preparedness and Response Plan

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Otsego County Government
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, Otsego County Administration 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.

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

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. County programs and departments have been analyzed and defined as essential services as provided in a separate document published on March 31, 2020, which is included at Appendix A and available on the county website at: https://www.otsegocountymi.gov/wp-content/uploads/2020/03/Essential-Functions-and-Critical-Svcs-FULL-DOCUMENT.pdf The document contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Order 2020-59.

Under Executive Order 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. All Otsego County staff have been identified as critical infrastructure workers.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Otsego County's applicable policies which are included at Appendix B. Any onsite employee who appears to have a respiratory illness will be separated from other employees and sent home. See the employee screening section below.

Remote Work

Otsego County Government is committed to the safety and well-being of its staff and the community as a whole. We are also committed to providing continuity of governmental services. The county has implemented a comprehensive remote work plan: we have deployed over 30 laptops, developed a rotation of employees reporting into the office to minimize contact with co-workers, and utilized online technology to the extent possible while working from home.

Employee Screening Before Entering the Workplace and Return to Work Plan for Employees Who Experienced Symptoms or Tested Positive for COVID-19

A screening questionnaire shall 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. The Northwest Michigan Health Department has issued Public Health Emergency Orders (PHOs), providing additional requirements for Otsego County. The current PHO is included in Appendix C. A sample Employee Entry Screening Questionnaire provided by the Health Department is also included in Appendix C. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment.

If an employee fails the screening process, he or she will be prevented from entering the premises until allowed to return to work under the relevant executive orders and PHOs explained in detail in the Return to Work Plan, attached in Appendix C.

Personal Protective Equipment

Otsego County shall provide and make available to all Critical Infrastructure Workers (CIW) and any worker performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space. Mask protocol: if you are in your own office by yourself you can remove your mask. If your work station is in a central office and you are able to abide by the physical distancing requirements while stationary at work, you may remove your mask. Once someone comes into your office, or stands by your work station, you must wear your mask. If you leave your work station area to see another employee, run errands, go to the restrooms, etc. you must have your mask on. Otsego County will supply masks for all employees that need them.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees 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 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 several times each day using products containing EPA-approved disinfectants. To the extent possible and available, 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 applicable area(s) will be closed down for 24 hours so a thorough disinfecting can take place during that time.

Tools and Equipment

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

Public Entry into County Buildings

All county buildings are closed to the public. No visitors are allowed into the workplace unless they are deemed essential to address an issue related to critical infrastructure functions (limited to IT professionals, mail service, deliveries, and repair professionals). All visitors entering the building shall be approved by the Administrator, and either screened prior to entering the building, or required to follow the screening procedures implemented by their employer (i.e. the U.S. Postal Service, FedEx) and shall wear PPE as required. A screening questionnaire shall be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, they shall not be allowed to enter the building. The county requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.

Travel

Any conferences, conventions or off-site training shall be in keeping with any current Executive Orders issued by the Governor. Travel is allowed only as permitted under any current Executive Orders issued by the Governor.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
  - Fever; Shortness of breath; and/or Continuous cough.

OR

- They are experiencing at least two of the following symptoms:
  - Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, and/or New loss of taste or smell.
- They have been exposed to a COVID-19 positive person, meaning:
  - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
  - In the last 14 days, the employee came in close contact for a prolonged period of time with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a **Suspected Case** (as described above), he or she must:

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

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

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and

- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a **Confirmed Case** (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until cleared to return to work.

If an employee qualifies as a **Confirmed Case**, then Otsego County Government will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Business Continuity Plans

The County Administrator shall function as the overall COVID-19 Workplace Coordinator for Otsego County Government and will work with the Otsego County Management Team and the Otsego County Emergency Manager when applicable. Otsego County Managers/Elected Officials shall function as the COVID-19 Workplace Coordinator for their department and shall (1) 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~
OTSEGO COUNTY
ESSENTIAL SERVICES/CRITICAL INFRASTRUCTURE WORKERS

The information in Appendix A has been established in a separate document published on March 31, 2020 which is included here and is available on the county website at:

https://www.otsegocountymi.gov/wp-content/uploads/2020/03/Essential-Functions-and-Critical-Svcs-FULL-DOCUMENT.pdf

Otsego COUNTY
ESTABLISHED 1875 MICHIGAN

Board of Commissioners
225 West Main Street ● Gaylord, Michigan 49735
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Whereas, Order 2020-21 requires that the employer (Otsego County) shall designate, no later than March 31st, workers that are defined as Critical Infrastructure Workers; and

Whereas, businesses and operations must determine which of their workers are necessary to conduct minimum basic operations, and inform such workers of that designation. Businesses and operations must make such designations in writing, whether by electronic message, public website, or other appropriate means. Such designations, however, may be made orally until March 31, 2020 at 11:59 p.m.

Whereas, with full intent to comply with the spirit and intent of the Order, the County examined the positions, classifications and functions of the workers in its employ, and

Whereas, following such review, a meeting was held with the Administrator, and the Chairman and Vice Chairman of the Board of Commissioners of the County to verify all efforts and plans to provide continuity of government services, therefore;

For purposes of this designation, necessary government activities include activities performed by critical infrastructure workers, as detailed in the attached document titled "Essential Functions and Critical Infrastructure Workers of Otsego County Government".

All in-person government activities must be performed consistently with the social distancing practices, and other mitigation measures, to protect workers and patrons described in section 5(c) of the Executive Order as follows:

- Restricting the number of workers present on premises to no more than is strictly necessary to perform the business's or operation's critical infrastructure functions.
- Promoting remote work to the fullest extent possible.
- Keeping workers and patrons who are on premises, at least six feet away from one another, to the maximum extent possible, including customers who are standing in line.
- Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopting policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person who is known or suspected to have COVID-19.

- Any other social distancing practices, and mitigation measures recommended by the Center for Disease Control (CDC).

With this Directive, the County of Otsego has complied with the full spirit and intent of the Executive Order and where disagreement regarding interpretation may present itself, there is no willful intent of the County to violate the Executive Order.

Ken Borton, Chairman Otsego County Board of Commissioners

5·12·20
Date

ESSENTIAL FUNCTIONS AND CRITICAL INFRASTRUCTURE WORKERS OF OTSEGO COUNTY GOVERNMENT

March 26, 2020

Virtually all Otsego County Governmental functions and programs are considered to be essential functions as defined by Executive Order 2020-21 dated March 24, 2020.

This document provides a description of each essential service and identifies the County's critical infrastructure workers, as required by Executive Order 2020-21. It does not include the County's related agencies and component units, as those entities are separate employers and they have implemented COVID-19 protocols and requirements separately.

Otsego County Government is committed to the safety and well-being of its staff and the community as a whole. We are also committed to providing continuity of governmental services during this difficult time.

To achieve these goals, the County has implemented the following broad, overall practices for all employees:

When practical and available, staff are encouraged to work remotely. However, each building and/or department is to have one person (on a rotating basis) report into the office to ensure high quality continuity of governmental services to the community. Any exceptions to this must be approved in advance by the County Administrator.
Extraordinary steps have been taken to mitigate the spread of disease for those physically reporting into their place of work, including:

- Heightened cleaning and disinfecting efforts by the janitorial/maintenance staff.
- County buildings remain closed to the public.
- With only one person at a time physically in each department, person-to-person contact is eliminated or drastically reduced. In rare instances when more than one person is present in a department, employees have been instructed to strictly adhere to social distancing recommendations.
- All employees have been informed not to report to work if they experience symptoms of COVID-19 illness.

Otsego County has required all employees who are not physically reporting into their place of work to be classified as an "on-call, working from home" status, meaning they are to perform all duties possible remotely as directed by their supervisor, and also be available to come into the office on an as-needed and/or rotating basis.

Otsego County may reevaluate and make changes to this information to continually evolve with this fluid situation.

CRITICAL INFRASTRUCTURE WORKERS

A. OTHER COMMUNITY-BASED GOVERNMENT OPERATIONS AND ESSENTIAL FUNCTIONS

Board of Commissioners

Description of Essential Services:
The chief legislative and policy-making body of Otsego County Government is the 9-member Board of Commissioners.

Number of Employees:
9

Plan of Action:
The Board of Commissioners has suspended meetings for a 30-day period from April 1 – 30, 2020 for the Commissioners and for Select Committees (Budget & Finance, Criminal Justice Coordinating, and Personnel Committees). Within this 30-day period, the Board has directed the Administrator to look into virtual meetings within the parameters of the new Open Meetings Act.
The Board has authorized the County Administrator to approve all disbursements for a 30-day period from April 1 – 30, 2020.
The Board has authorized the Board Chair, Vice Chair, and Administrator to make changes to employee policies and procedures as they agree upon and are needed in response to this very fluid public health emergency. All changes to these policies will be ratified after the fact by the full Board of Commissioners meeting at their next available board meeting. This authorization will be reviewed in 90 days.
This allows Commissioners to work from home without interruption to government services.

Administration

Description of Essential Services:
The County Administrator is appointed by the Board of Commissioners to implement Board policies, to oversee the daily activities of the County, to serve as the Chief Executive Officer, and to supervise non-elected County departments/functions. The County Administration offices include the offices of Human Resources and Finance, providing full administrative, financial and personnel support to the Board of Commissioners, elected officials and employees, and assisting the public with FOIA inquiries and general information dissemination. The Administrator's office is responsible for assisting the Board in meeting identified goals; developing agenda items for the Board of Commissioners; developing procedures to accompany board approved policies; management of county personnel, including negotiation of union and employment contracts; conducting program, departmental, and management analysis; and providing general administrative support.

Number of Employees:
2

Plan of Action:
All staff reporting to the office for normal business hours.

Building and Grounds/Maintenance

Description of Essential Services:
The Building and Grounds Department is responsible for maintenance and upkeep of County owned facilities. The County contracts these services.

Number of Employees:
0

Plan of Action:
The 3 contracted individuals are reporting to work as normal. Janitorial efforts in particular have been extensively increased during this time.

Clerk

Description of Essential Services:
The Office of County Clerk is a four-year, partisan office, established by the State Constitution, and is therefore charged with many statutory duties. The County Clerk, as Clerk of the Circuit Court, has the responsibility for the care, custody and maintenance of all Circuit Court records, and is the keeper of the Seal of the 46th Circuit Court. In addition, the County Clerk is the Clerk to the Board of Commissioners; the Jury Commission; the Board of Canvassers; the Concealed Weapons Licensing Board; and is a member of the Special Election Scheduling Committee; the County Election Commission; and the County Plat Board; is the Chief Election Official for the County; and the keeper of all vital records for the County. The Clerk also oversees the Register of Deeds (ROD) department.

Number of Employees:
Clerk – 4; ROD – 1

Plan of Action:
Limited staff reporting to the office for normal business hours; other staff are on an "at home, on call" status.
One person, on a rotating basis, is reporting into the office each day. One day a week, the ROD employee is reporting into the office.

Courts

Description of Essential Services:
The courts' function is to adjudicate legal disputes between parties and carry out the administration of justice in accordance with the rule of law. The courts' role is to determine disputes in the form of cases which are brought before them. Court policies, procedures and rules are governed by the following authorities: Federal and Michigan Constitutions, Federal or Michigan Statutes, Michigan Court Rules, Michigan Supreme Court Administrative Orders, directives from the State Court Administrator's Office, directives from state regulatory agencies, or local directives from the Chief Judges.

Number of Employees:
17

Plan of Action:
Limited staff reporting to the office for normal business hours; other staff are on an "at home, on call" status. Each employee that reports is confined to their own office to prevent the spread of germs. The spread of employees is well beyond the 6' guideline for social distancing.
Judge reports to the office daily to handle all required hearings, review ex-parte relief motions/petitions and sign any necessary orders to ensure litigant constitutional and statutory rights.

Judicial Assistant reports to the office daily to assist the Judge with all necessary matters, including preparation of orders and facilitation of hearings.

District Court Clerk/Magistrate reports to the office to answer phones, process mail, payments, search warrants and facilitate hearings for any in-custody arraignments, pleas and/or sentencings, and processing of criminal extradition matters for in-custody defendants.

Juvenile Register reports to the office to answer phones, process mail and to facilitate hearings required within 24 hours of taking a child into protective custody, abuse/neglect petitions, safe delivery of newborn child, hearings required within 24 hours of a juvenile's apprehension, arraignments for in-custody designated and adult court waiver proceedings as well as emergency removals and permanency planning hearings.

Probate Register reports to the office to answer phones, process mail and to facilitate emergency hearings for Involuntary mental health treatment, petitions for immediate funeral/burial arrangements, emergency petitions filed by Adult Protective Services, emergency petitions for guardianship and/or conservatorship, estates where immediate access to residence is necessary and any ex-parte requests for temporary restraining orders, Do Not Resuscitate orders, and Waiver for parental consent.

Juvenile Officer/Caseworker reports to the office to answer phones, monitor youth on probation and to facilitate any removals from the home.

FOC

Description of Essential Services:
The Friend of the Court is the investigative and enforcement arm of the Circuit Court. It assists the court by providing recommendations regarding custody, parenting time, child support and medical support issues, while protecting the rights and interests of children. The Friend of the Court also provides recommendations regarding spousal support when necessary, as well as enforcing written orders regarding custody, parenting time, and child support while assisting parents in settling disputes during the pendency of their case.

Number of Employees:
7

Plan of Action:
The Friend of the Court Supervisor reports to the office for normal business hours every day to answer phones, process mail/support payments, record support orders in MiCSES, implement income withholding notices so payments can be deducted and paid automatically and implement national medical support notices to allow health care coverage to be implemented as quickly as possible. Also facilitates any arraignments on bench warrants and ex-parte emergency motions that are filed.

Equalization

Description of Essential Services:
The Equalization Department advises and assists the County Board of Commissioners in equalizing real and personal property assessments on a County-wide basis. To comply with State directives, the Department conducts annual sales or appraisal studies for all classes of real property. Audits and record verifications are conducted for personal property. These studies are used to equalize assessed values for each class of real and personal property in the ten local units of government within Otsego County. The Department assists local assessing officers in the discovery, listing and valuation of properties for tax purposes, and the development and use of valuation standards and techniques for the assessment of property.

Number of Employees:
3

Plan of Action:
One person, on a rotating basis, is reporting into the office each day.
The department is working diligently to complete the following essential reports:

County Equalization Report, L-4626s, L-4022s, L-4024, L-4023's

1. Local assessors must turn in their Taxable Value L-4626 reports to the county by 4/8/2020 and equalization reviews and sends them to the State Tax Commission (STC) by 4/20/2020.
2. Assessors must turn in to Equalization Sign Copies of their L-4022 and Equalization submits it to STC after review.
3. Equalization must prepare the "County Equalization Report" compiling data from all the local units (Townships & City) that is reviewed by the BOC on or about the first Tuesday following the 2nd Monday in April.
4. On same day, the L-4024 Personal and Real Property is scheduled to be adopted by BOC and submitted to the STC.
5. No later than the third Monday in April the County's L-4023 Analysis for Equalized Valuation (4/20/2020) is due to the STC.
6. All materials relating to the above list must be submitted no later than 5/4/2020.
7. Preliminary State Equalization is 5/11/2020. All County Equalization must be completed and submitted well prior to that date.

Finance

Description of Essential Services:
The Otsego County Finance Department is an integral part of County Administration. The Finance Department is responsible for payroll administration, accounts payable and receivable processing, general ledger administration, financial reporting, financial audit coordination, annual budget development and long-term financial projections and planning.

Number of Employees:
2

Plan of Action:
All staff reporting to the office for normal business hours.
Each employee is confined to their own office to prevent the spread of germs. Employees are distanced well beyond the 6' guideline for social distancing.

Human Resources

Description of Essential Services:
The Human Resources Department is an integral part of County Administration and provides personnel support, develops employee guidance and policies, and takes part in the negotiation of union and employment contracts. The HR Director also functions as the Assistant County Administrator.

Number of Employees:
2

Plan of Action:
One person, on a rotating basis, is reporting into the office each day.

IT

Description of Essential Services:
Provide network and computer services that are necessary to the function of the County. The County contracts IT services.

Number of Employees:
0

Plan of Action:
The company the County contracts with has several individuals working to provide Otsego County's IT services. All work from a remote location except for one individual who has his own office in the County building and physically reports in during normal business hours.

Treasurer

Description of Essential Services:
The Office of County Treasurer is a four-year, partisan office, established by the State Constitution, and is therefore charged with many statutory duties. This office is responsible for sending tax bills, receiving

the funds and collecting overdue payments. Once received, the Treasurer will disburse that money among the various agencies that need it. The Treasurer by statute has custody over county cash and investment accounts.

Number of Employees:
4

Plan of Action:
One person, on a rotating basis, is reporting into the office each day.
Online and credit card payments are strongly encouraged, and no cash payments are accepted at this time.
Bank deposits are handled through the drive through or dropbox only.

B. LAW ENFORCEMENT, PUBLIC SAFETY, FIRST RESPONDERS

Prosecutor

Description of Essential Services:
The Otsego County Prosecuting Attorney, by statute, serves as the chief law enforcement official in the county, charged with the following duties:

- Reviews, authorizes, and prosecutes violations of felony and misdemeanor criminal laws of the State of Michigan and county ordinances committed in the county
- Reviews, authorizes and prosecutes felony and misdemeanor juvenile delinquency offenses
- Reviews, authorizes and prosecutes child protective proceedings in the Family Court where there are allegations of child neglect and/or abuse, including termination of parental rights
- Represents the "People of the State of Michigan" in criminal matters in the District, Circuit and Family Courts as well as appeals of cases to the Michigan Court of Appeals and Supreme Court
- Prosecutes contempt proceedings when there has been a violation of a Personal Protection Order (PPO)
- Participates on behalf of the petitioner in mental health commitment hearings
- Provides assistance and input to the victims of serious criminal offenses
- Represents and gives advice to the county board of commissioners and other county departments on legal matters
- Reviews, authorizes and prosecutes civil actions to obtain financial support for children

Number of Employees:
8

Plan of Action:
One Prosecutor and one Support Staff is in office during regular office hours every day.
Two Prosecutors and Victim Advocate have laptops in which they use to work from home.
All staff is to remain available via phone, text or email to answer questions or come in office if necessary.

Sheriff

Description of Essential Services:
The Otsego County Sheriff's Office is a county police agency which serves and protects a county of 540 square miles from Waters north to Vanderbilt, Johannesburg west to Elmira. By law, the Sheriff is the chief conservator of the peace within the county and is responsible for the county jail. The Sheriff is also charged with aiding the criminal courts, serving civil process, executing judgments, marine and snowmobiles laws, among other duties.

Number of Employees:
29

Plan of Action:

- ***Jail***

The Office of the Sheriff is mandated to provide a county jail. In an effort to eliminate exposure risk to the Otsego County Jail inmates the following protocol is mandatory and temporarily suspended.

1.) Suspend Inmate Church services.
2.) Suspend inmate visitation.
3.) Suspend all substance abuse counseling sessions.
4.) Suspend inmate AA/NA services., to include Celebrate Recovery.

There shall not be any civilian entry into the secure area of the jail.

The only authorized personnel are specific attorneys; they are to see their inmate clients utilizing the visit booth.

These restrictions will remain in effect until further notice.

- ***Civil Division***

The Office of the Sheriff, by statute, must maintain a civil division. The division is responsible for service of:

- Summons and Complaints
- Orders to Seize Property
- Small Claims -Order of Evictions (Tenant Removal)
- Notice of Hearings
- Personal Protection Orders
- Child Support Petitions
- Summary Proceedings
- Foreclosure Sales
- Order to Show Causes

These services have been minimized or suspended to the extent possible.

- ***Work Camp***

The Sheriff's Work Camp operates for the purpose of reducing the number of jail beds needed to house inmates. Reducing the inmate population when possible is critical to prevent the spread of COVID-19 disease.

- ***Sheriff Administration***

All staff reporting to the office for normal business hours.

Additional suspensions of functions include:
1.) Daily preliminary breath testing (PBT's).
2.) Inmate visits with the public (professional visits allowed).
3.) All fingerprinting services.
4.) Sex Offender registrations.

Emergency Management

Description of Essential Services:
Otsego County's emergency manager is a contracted position whose main duties include: plan, direct and coordinate a comprehensive management program to include E-911 Dispatch Communications and Emergency Management Services for the County to minimize the effects of major events or disasters. Coordinates emergency service programs with area agencies, state and federal agencies and area citizens. Serves as a key advisor to the County Board of Commissioners and County Administration regarding emergency incidents and activation of the Emergency Operations Center. With the staff assistance, the position is also responsible for the 911 emergency telephone system and centralized emergency dispatch center responsible for dispatching all police, fire and ambulance services within the County. Responsible for the maintenance of all communications and other equipment and the coordination and integration of systems including telephone, computer and radio interfaces. Responsible for all administrative functions of the department including financial and personnel management, including the supervision of dispatch personnel and preparation and administration of the budget.

Number of Employees:
0

Plan of Action:
This position is providing high level, round the clock emergency management services for the County government and the community.

9-1-1 Dispatch

Description of Essential Services:
Otsego County contracts with the Michigan State Police to provide 9-1-1 Dispatch services.

Number of Employees:
0

Plan of Action:
9-1-1 Dispatch is providing high level, round the clock dispatch services for the County government and the community.

C. HEALTHCARE/PUBLIC HEALTH

Veterans

Description of Essential Services:
The Otsego County Veterans' Affairs provides services to Veterans and their families with veterans' benefits advocacy and assistance. Staff that is dedicated to ensure that the sacrifices of our nation's Veterans are recognized, and that they and their families receive all veterans' benefits to which they are entitled. Our goals are to obtain the maximum Veterans' benefits available for our clients through our professionalism and advocacy while making the process as simple and understandable as possible. As a division of Otsego County government we are able to provide our services free of charge.

Number of Employees:
3

Plan of Action:
Two employees report into the office each day.

Housing

Description of Essential Services:
The Housing Committee provides low-interest or deferred loans for rehabilitation and emergency repair programs to low and very low-income owner-occupied single-family residential and rental dwellings in Otsego County.

Number of Employees:
2

Plan of Action:
Two employees report into the office each day.

Medical Examiner

Description of Essential Services:
The Medical Examiner's Office is charged with the following duties. Otsego County contracts this service.

- Conducting on-scene investigations in all cases of persons who have come to their death by violence, or whose death is unexpected, or without medical attendance during forty-eight (48) hour prior to the hour of death unless the attending physician, if any, is able to determine accurately the cause of death, whether the result of an abortion, whether self-induced or otherwise, or the death of any prisoner in a County or City Jail.
- Be available to respond and assist prosecuting attorneys, defense attorneys, funeral directors, law enforcement professionals, healthcare institutions, organ procurement organizations and families regarding the unexpected and unexplained deaths of the county.
- Issue death certificates, cremation permits, and fulfill records requests.

- Lead and direct investigations of all reported deaths pursuant to the requirements of the laws of the State of Michigan.
- Provide in-service training to Medical Examiner Investigators.
- Arrange with other physicians for providing of autopsies, toxicology, anthropology, and DNA services when the need arises. Negotiate and execute contracts for those support services.
- Respond to requests for reports with descriptive & statistical data (i.e. Opioid data).
- Maintain departmental budget.
- Conduct internal quality assurance reviews on case investigations and records.

Number of Employees:
0

Plan of Action:
All individuals providing contractual Medical Examiner services are following strict PPE and social distancing protocols in the office and in the field.

MSU Extension

Description of Essential Services:
Michigan State University Extension helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses. Otsego County's MSU Extension Office is integral in providing essential communications, educational, and health and welfare programs to individuals and families in Otsego County.

Number of Employees:
1

Plan of Action:
This employee is working remotely.

D. PUBLIC WORKS

Land Use Services/Building Department

Description of Essential Services:
The Otsego County Land Use Services/Building Department provides building, electrical, plumbing and HVAC inspections, utility activations utility disconnections inspections requirements for repairs, maintenance, and alterations to enable habitable occupation to a structure and the Enforcement of Life and Safety items.

Number of Employees:
3 Employees; 5 Subcontractor Inspectors

Plan of Action:
The Land Use Office will be staffed on a rotating basis with at least one employee in the office during normal department business hours to answer phones, answer emails, process/issue permits, schedule essential inspections and to receive payments.
Exterior Inspections will continue with the established protocols as detailed on the departmental applications.
Occupied Residences, where an inspection is requested and essential; the department will make a determination on a case by case basis.
The department is open at this time for photo, video or video conferencing inspections where plausible.

Planning/Zoning

Description of Essential Services:
Maintains, administers, and enforces the Otsego County Zoning Ordinance. Works with the Planning Commission, Zoning Board of Appeals, and the general public to ensure that land development is appropriately implemented. Prepares amendments to the Master Plan, prepares zoning amendments, and conducts planning studies.

Number of Employees:
2

Plan of Action:
- Employees are working entirely remotely
    - Phone lines have been updated informing callers that department is operating remotely and listing relevant contact information.
    - Because building is closed to public, information is available in Land Use lobby informing public that department is operating remotely, listing staff contact information, and instructions on how to submit zoning permit applications via email.
    - Staff are monitoring email from home and are remotely checking voicemails every 2 hours (8, 10, 12, 2, 4).
    - Daily phone conference calls are being held to discuss any important information and adjust plan of action if needed.

    - Staff have been assigned work that can be performed using departmental laptops from home. Director has home access to network and all relevant BSA modules.
- Suspension of all active zoning enforcement inspections and postings through April.
    - No zoning violations reflect an immediate threat to health and human safety.
- Planning Commission meetings are suspended until May.

Recycling

Description of Essential Services:
Otsego County has a single-stream drop-off recycling program, with 5 drop-off locations throughout the county. Recycling services are contracted.

Number of Employees:
0

Plan of Action:
The contracted company empties the recycling bins on a regular basis. This process involves one person doing the work, and this person has been educated and trained by their company about social distancing and other preventive matters.

E. OTHER ESSENTIAL SERVICES

Parks and Recreation

Description of Essential Services:
The Otsego County Parks and Recreation Department plans, develops, and administers a comprehensive program to provide park and recreation facilities and programs. The department manages maintenance of county-owned parks and facilities, programs activities through full-time and seasonal personnel, and oversees developmental and improvement projects within the parks.

Number of Employees:
7

Plan of Action:
The indoor recreational facility Community Center has been closed to the public until further notice. Year-round employees are reporting to work at the Community Center to complete repair and maintenance projects. Seasonal park rangers are not yet reporting to work.
The Groen Nature Preserve remains open. The County Parks plan to open as scheduled on April 29th.

Animal Control

Description of Essential Services:
The Otsego County Animal Control Department cares for animals that are surrendered or found in the community. They also enforce laws that are placed in affect to protect animals under the Otsego County Animal Control Ordinance.

Number of Employees:
5

Plan of Action:
2 people, on a rotating basis, are reporting into the office each day (8a-4p). The animals are being fed, monitored, and cared for with continued high standards as always. The shelter facility continues to be cleaned and disinfected regularly, with increased efforts during the pandemic. The employees that are not working are at home with the status of on-call in case they are needed.

With regards to Animal Control, the 2 people at the shelter are taking calls and complaints and handling them between (8-4). 1 person is on-call handling complaints after hours as they are reported and handling them via phone when possible.

Airport

Description of Essential Services:
Gaylord Regional Airport is owned and operated by the County of Otsego. The Airport is licensed by the Michigan Aeronautics Commission as a General Utility Airport. It is listed as a tier one airport in all categories of the Michigan Airport System Plan.

Number of Employees:
2

Plan of Action:
As a federally operated airport, the Gaylord Regional Airport cannot close – the airfield and structures must stay open (per Compliance Guidance Letter 2020-01 issued by the Federal Aviation Administration). The airport terminal is open to flight-related traffic, but is closed to all non-flight related traffic. Additional steps include:

- Limit contracted airport maintenance staffing to one employee at airport during normal business hours except when there is an overlap but will remain separated on those few days.
- All employees (2) reporting to the office for normal business hours. Each employee is confined to their own office to prevent the spread of germs. Employees are distanced well beyond the 6' guideline for social distancing.
- Gates have been closed so that now there is only one single access gate in and out of the airport.

Bus

Description of Essential Services:
"To provide safe, reliable and affordable transportation to all residents of Otsego County". The Otsego County Bus System transports all citizens of our County/Community to include Senior Citizens, people with special needs, students and regular adults. All busses have wheel chair lift capability, and curb to curb demand response service is provided anywhere in the County.

Number of Employees:
21

Plan of Action:
The Otsego County Bus System is operational; however, the public is strongly encouraged to seek alternative transportation if anyone is experiencing symptoms of illness, in order to minimize the spread of germs. Buses are cleaned extensively throughout the day. A "cleaning bomb" is used in each bus overnight, which thoroughly disinfects the bus interior. Social distancing is required and face masks are available.

~APPENDIX B~
OTSEGO COUNTY COVID-19 LEAVE POLICIES

Items included in Appendix B:

- Employee COVID-19 Leave Bank
- First Responder COVID-19 Leave Bank

Families First Coronavirus Response Act

Effective, April 1 2020 - through December 31, 2020, the Families First Coronavirus Response Act (FFCRA) requires employers to provide their employees with sick leave (up to 80 hours depending on their normal work week) and expanded family and medical leave for specific reasons related to COVID-19 (see attached posting). To continue to maintain a safe workplace during this unprecedented time, for the remaining duration of the Shelter in Place Executive Order 2020-21, Otsego County will pay the employee not only if they meet the specified reason as outlined in the FFCRA, but also if they are directed to not report to work by their supervisor because of symptoms and/or temperature. Such pay will be at their regular rate and will be deducted from the COVID-19 sick bank. Payroll staff have been given pay codes to use during this time for COVID-19 expense tracking purposes. Please contact Human Resources if you have any questions about the coding or application thereof.

Otsego COUNTY
ESTABLISHED 1875 MICHIGAN

Board of Commissioners
225 West Main Street ● Gaylord, Michigan 49735
Phone: 989-731-7520 ● Fax: 989-731-7529

Emergency COVID-19 Sick Leave for Emergency Responders

Otsego County has excluded Emergency First Responders from the Families First Coronavirus Response Act and the Emergency Paid Sick Leave Act.

As a result, Otsego County has elected to establish by policy to provide emergency responders with up to 80 hours (pro-rated for part-time employees by their FTE) paid sick leave for the specified following COVID-19 related reasons:

- Emergency Responder is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
- Emergency Responder has been advised by a health care provider to self-quarantine related to COVID-19 under Emergency Responder guidelines.

These provisions will apply going forward during the State of Emergency originally declared by Governor Gretchen Whitmer which began on March 10, 2020.

Unused COVID-19 paid sick time is not paid out at any time.

The above is being provided outside of the above statutes and is by policy by Otsego County during the term of this emergency only.

SIGNED VIA EMAL

Ken Borton
Board of Commissioners

April 13, 2020
Date

Sheriff Matthew J. Nowicki

4/14/2020
Date

~APPENDIX C~
PUBLIC HEALTH EMERGENCY ORDER
EMPLOYEE SCREENING DOCUMENTS AND MANDATORY GUIDELINES

Items included in Appendix C:

- Northwest Michigan Health Department Public Health Emergency Order
- Sample Employee Screening Document
- Employee Return to Work Plan

Lisa Peacock, Health Officer
1-800-432-4121

EMERGENCY ORDER (2020-4) FOR CONTROL OF EPIDEMIC/PANDEMIC
Required screening and social distancing measures at open businesses and operations subject to the Governor's Executive Order 2020-70 and any existing or future Executive Order

This Emergency Order is made pursuant to Section 2453 of the Public Health Code, being MCL 333.2453.

Matters concerning the public health of the residents of Antrim, Charlevoix, Emmet and Otsego Counties have been brought to the attention of the Health Department of Northwest Michigan Local Health Officer. The Local Health Officer has determined that controls are necessary to reduce transmission of COVID-19 to protect the public's health of Antrim, Charlevoix, Emmet and Otsego Counties based on the following facts:

1. A State of Emergency was declared March 10, 2020 with an Executive Order expanding the emergency declaration and declaring a State of Disaster on April 1, 2020 by Governor Whitmer and Michigan is under threat of a pandemic virus that has reached epidemic status in Michigan.
2. On April 2, 2020, an Emergency Order regarding the Governor's Executive Orders was issued by Michigan Department of Health and Human Services Director, Robert Gordon, which declared COVID-19 an epidemic in the State of Michigan.
3. All existing and future Executive Orders (also called "EOs") of the Governor related to the Coronavirus and the Emergency Orders of the Michigan Department of Health and Human Services (MDHHS) Director are incorporated herein by reference. This includes all Executive Orders of the Governor and all Emergency Orders of the MDHHS Director, which are currently in effect as well as those Emergency Orders which become effective in the future.
4. COVID-19 and its effects have been detected within **Antrim, Charlevoix, Emmet and Otsego Counties.**
5. Coronavirus, which causes COVID-19, is a communicable disease and can be transmitted from person to person.
6. The Coronavirus transmission is possible even though the infected person has no symptoms and is unaware of the infection.
7. In order to control and limit the spread of this communicable disease, it is necessary to prevent infected people from coming into contact with uninfected people. It is also imperative that workers be protected. In addition, the mandatory daily screening program, as described below, is consistent with and implements the recommendations of the Occupational Health and Safety Administration Guidance For Preparing Workplaces for COVID-19 which states that "prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite." In addition, this Emergency Order provides consistency among preparedness and response plans.

8. Although healthcare workers and their employers are exempt from compliance with Part 1, Section b., Item ii in this Emergency Order, it is recommended that these parties reference the guidance issued in the memorandum dated March 20, 2020 as well as any subsequent guidance from Dr. Joneigh Khaldun, Chief Medical Executive of the Michigan Department of Health and Human Services.

It is hereby ordered that:

1. All persons, businesses, operations, local governments and local governmental agencies shall comply with all Executive Orders of the Governor and Emergency Orders of the MDHHS Director, unless the Order has been rescinded.

2. All businesses, operations, local governments and local governmental agencies that are required by an EO to develop a COVID-19 preparedness response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, as developed by the Occupational Health and Safety Administration **shall** take the following actions:

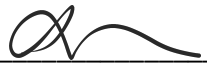
A) Develop and implement a daily screening program for all workers, who do not work from their residence.
   1) Screening criteria must include asking the worker the following questions and taking the following actions:
      a) Determine whether the worker is experiencing the following symptoms: fever, cough, shortness of breath, sore throat, diarrhea. Fever is defined as temperature of 100.4 degrees or higher as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available.
      b) Determine whether the worker has had any close contact in the last 14 days with someone with a diagnosis of COVID-19. "Close contact" means someone identified as "close contact" by the local health department, a household member, or someone within 6 feet for 10 minutes or longer.
      c) Determine whether the worker has engaged in any activity or travel within the last 14 days which fails to comply with any EO of the Governor, which is then in effect.
      d) Determine whether the worker has been directed or told by the local health department or their healthcare provider to self-isolate or self-quarantine.
   2) A "yes" to any of the screening questions above requires the worker, who is not working from their residence, to be excluded from work:
      a) 3 days with no fever <u>and</u> 7 days since onset of first symptom.
      b) 14 days if close contact of a diagnosed case of COVID-19 as described in A(1)(b).
      c) 14 days following any activity or travel as described in A(1)(c).
   3) All businesses, operations, local governments and local governmental agencies remaining open pursuant to any EO shall maintain written or digital documentation of the results for each worker, who is subject to the daily screening program that is described above. All written or

digital documentation, which is required by this Emergency Order, shall be made available to the local health department or its authorized representative upon request.

4) Exemptions:
   a) First responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other essential healthcare workers are exempt from Section A, Part 2, Item b.
   b) Nothing in this order shall limit the operations of first responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other entities that are involved in the mitigation of risk during this pandemic.

3. Develop and implement a plan to manage and control social/physical distancing (at least 6 ft spacing) for workers alongside one another and customers waiting in lines within or outside the business.
4. Limit capacity inside facilities to provide for social distancing of customers and between customers and workers including but not limited to visual markings and signage, entrance limits, and specialized hours.
5. Post this Emergency Order and maintain the posting of this Emergency Order at each entrance to the facility and additionally document distribution of this Emergency Order to all critical infrastructure workers.
6. No person shall knowingly engage in any action which facilitates or assists another person in violating any Executive Order of the Governor or any Emergency Order of the MDHHS Director.
7. This Emergency Order may be enforced by one or more of the following methods: (a) by injunctive relief as provided in MCL 333.2255, (b) criminal prosecution for a misdemeanor as provided in MCL 333.2243 and/or (c) any other civil or criminal procedure authorized by law. Except as provided by law, nothing in this Emergency Order shall prohibit this Health Department or a County Prosecutor from using more than one enforcement procedure. Prior to filing any pleadings pursuant to MCL 333.2255, the County Prosecuting Attorney or other legal counsel, who represents this Health Department, shall consult with the Health Officer and obtain authorization to commence such litigation. Prior to commencing criminal prosecution, it is recommended that the County Prosecuting Attorney or their staff consult with the Health Officer. The purpose of any consultation is to ensure that the Health Officer agrees that a violation of the applicable law, including any Emergency Order issued by the Health Officer, has been violated.

This Emergency Order shall become effective on **May 7 at 12:00 (midnight)** and shall be effective until **May 15, 2020 at 11:59 pm.**



05/06/2020

Lisa Peacock, Local Health Officer
Health Department of Northwest Michigan
Antrim, Charlevoix, Emmet & Otsego Counties, Michigan

Date

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): ☐ Yes ☐ No

New or worsening cough: ☐ Yes ☐ No

Shortness of breath: ☐ Yes ☐ No

Sore throat: ☐ Yes ☐ No

Vomiting/Diarrhea: ☐ Yes ☐ 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 into work. Self- isolate at home and contact your primary care physician's office for direction.

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

Have you had close contact in the last 14 days with an individual diagnosed with COVID-19? ☐ Yes ☐ No

Have you engaged in any activity or travel within the last 14 days which fails to comply with the *Stay Home, Stay Safe* Executive Order? ☐ Yes ☐ No

Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine? ☐ Yes ☐ No

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

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~
CHECKLIST: STEPS TO PREPARE YOUR COVID-19 PREPAREDNESS AND RESPONSE PLAN

STEP 1: Review Executive Order 2020-59 and any relevant local-level orders and all subsequent orders.

- Governor Whitmer's Executive Order 2020-59 prohibits in-person work that is not necessary to sustain or protect life. It contains various restrictions that must be followed. In general, no person or entity may 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. In addition, all in-person government activities that are not necessary to sustain or protect life, or to support those businesses and operations that are necessary to sustain or protect life, are suspended. __X__
- Many counties and local governments are issuing their own executive orders or public health orders that contain additional restrictions or requirements. Be sure to check for any local requirements beyond the state-level orders to ensure compliance.[1] _X____
- Executive Order 2020-59 is in effect until May 15, 2020. Update your Preparedness and Response Plan ("Plan") as your operation evolves or as state/local orders related to COVID-19 are issued or amended. __X__

STEP 2: Restrict the workers permitted to perform in-person work to no more than is necessary to perform the business's or operation's critical infrastructure functions or to conduct minimum basic operations.

- Determine which employees are "critical infrastructure workers" or those required to conduct minimum basic operations, allow as many employees to work remotely as feasible, and temporarily suspend any in-person operations if not necessary to sustain or protect life. __X__
- Inform those employees you identified as "critical infrastructure workers" or necessary to conduct "minimum basic operations" in writing as required. _X___
- Discontinue non-essential travel. _X___

STEP 3: For those critical infrastructure workers who must perform in-person work, identify how each different job classification at each worksite might be exposed to COVID-19.

- Following OSHA Standards for classifying workers' exposure, classify workers as low risk, medium risk, high risk, and very high risk. __X__
- Assess each position's interaction with the general public, customers, and coworkers.
- Assess each position's level of interaction with sick individuals. __X__
- Acknowledge non-occupational risk factors in employees' homes and community settings. __X__

[1] The steps included in this document are focused on the state-level requirements currently in place under Executive Order 2020-59 and subsequent orders. In developing our Plan, we separately considered any applicable local (county, city, village, or township) requirements.

- Give consideration to personal risk factors that further increase workers' risk of developing more serious complications from COVID-19 (*e.g.*, older age; presence of chronic medical conditions, including asthma and immunocompromising conditions; pregnancy). **_X___**

STEP 4: Implement controls and policies necessary to address those risks.

- Restrict the number of workers present on the premises to only those strictly necessary to perform the business's or operation's critical infrastructure functions or to maintain minimum basic operations. **___X___**
- Promote remote work to fullest extent possible. **___X___**
- Promote regular hygiene and cleaning. Provide access to places to frequently wash hands, or to access hand sanitizer, and provide access to tissues and places to properly dispose of them. **__X___**
  - Instruct employees on proper hand washing methods, to cover their coughs and sneezes with tissue, and to avoid touching their faces. **___X___**
  - Post signs in restrooms regarding proper hand washing methods. **____X__**
- Increase cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using cleaning chemicals with EPA-approved disinfectant labels with claims against emerging viral pathogens (list of such products available at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2). **__X____**
- Where possible, avoid shared use of offices, telephones, desks, and tools/equipment. **___X___**
- Provide disposable disinfectant wipes so that any commonly used surfaces can be wiped down by employees before each use. **__X____**
- Implement screening procedures before permitting employees to enter the workplace, with employee(s) wearing personal protective equipment (PPE) in charge of screening. **__X____**
  - Take employees' temperatures (or, if your jurisdiction allows, ask employee if they have a fever), and require employees to confirm whether they are experiencing any of the principal COVID-19 symptoms (fever, atypical cough, or atypical shortness of breath), and whether they have been exposed to anyone with COVID-19. Adopt a policy to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19. **_X_____**
  - If an employee has or develops temperature of 100.0 degrees Fahrenheit or above, or exhibits symptoms, immediately separate him/her from other employees, customers, and visitors and send home. **___X___**
  - Use Employee Screening Questionnaire (one example is included in Appendix B, but many local jurisdictions have adopted their own questionnaire that should be followed). **___X___**
- Put signs on doors limiting visitors; consider requiring appointments for certain services.
  - Example sign for building entrances included in Appendix E. **__X____**
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace (but maintain confidentiality as required by the Americans with Disabilities Act ("ADA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")), and instruct fellow employees about how to proceed based on the Center for Disease Control and Prevention ("CDC") Public Health Recommendations for Community-Related Exposure. **__X____**
  - Adopt protocol to clean and disinfect facilities after confirmed case in the workplace. **__X____**
- Encourage workers to stay home if they are sick, or if their household members are sick. **__X____**
- Establish social distancing policies to increase the physical distance between employees and those they interact with so that, to the maximum extent possible, employees do not regularly come within six feet of other individuals at work. **__X____**

- This may include telecommuting, staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting number of non-employees who are able to enter facilities. __X____
- For those positions where face-to-face interaction is necessary, consider installing physical barriers, such as clear plastic sneeze guards, or developing a drive-through window for services. __X____
- Monitor and adopt any other social distancing practices and mitigation measures recommended by the CDC. ___X___
- Establish social distancing policies to keep works and patrons who are on premises at least six feet from one another to the maximum extent possible.
- Provide PPE—including gloves, goggles, face shields, face masks, and respiratory protection—to employees as required, and train workers who need to use PPE how to put it on, use/wear it, and take it off correctly. Businesses in Michigan are directed to provide non-medical grade face coverings for employees to help preserve N95 masks and surgical masks for health care professionals and first responders. ___X___
- Consider improving the building ventilation system by increasing ventilation rates and/or increasing the percentage of outdoor air that circulates into the system. ___X___
- Adopt relevant and appropriate controls recommended by the Occupational Safety and Health Administration (OSHA). __X____
- If staff are required to pick up supplies for operations, ensure that they are only traveling to the supply location with one employee per vehicle and practice social distancing while picking up supplies and completing the transaction. Ensure that employees are equipped with appropriate PPE while picking up and then delivering supplies to your facilities/operation locations. __X____

STEP 5: Put business continuity plan in place.

- Identify a workplace coordinator or coordinators who will be responsible for COVID-19 issues in the workplace, or within each department or office. ___X___
- Identify those critical functions that must continue while Governor Whitmer's "Stay Home, Stay Safe" Order remains in effect. __X____
- Identify alternate supply chains for critical goods and services. __X____
- Develop emergency communication plan. ___X___
- Determine how you will operate to perform critical functions if absenteeism spikes from increases in sick employees, and those who stay home to care for sick family members and children without care. __X____
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent. Implement plan for how role of each essential employee will be filled if absent. __X____
- Do not allow employees who experienced symptoms to return to work until either: (1) they receive a negative COVID-19 test; or (2) 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. __X____
- Do not allow 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 and who display one or more of the principal symptoms of COVID-19 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. ___X___

STEP 6: Obtain necessary required Board/Governing Body approval for your COVID-19 Preparedness and Response Plan

~APPENDIX E~
DOOR SIGNS FOR COUNTY BUILDINGS

Example Door Sign Used on County Buildings

Important Notice Regarding the
Downtown Otsego County Building

Otsego County is committed to the public health and well-being of our community.

The Downtown Otsego County Building is open to the public during normal business hours; however, please refrain from entering if you have symptoms of illness.

You may call Otsego County's main line 989-732-6484 to be directed to the County Department of your choice. For court-related information, call 989-731-0201.

Otsego County also offers many online services at www.otsegocountymi.gov.

- This safety measure is in keeping with national and statewide recommendations for public health and safety regarding the Coronavirus (COVID-19).
- We apologize for any inconvenience and appreciate your cooperation in our efforts to ensure a healthy and safe environment for our staff and for the public.

~~Thank you, Otsego County Administration

Additional Posting at County Building Entrances

The Public Health Emergency Order (PHO) issued by the Northwest Michigan Health Department is also posted at the entrance of all county buildings, as required. The PHO is included in Attachment C.

~APPENDIX F~
ADDITIONAL RESOURCES

Governor Whitmer's Executive Order 2020-77:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-528460--,00.html

FAQs from Governor Whitmer on Executive Order 2020-77:

https://www.michigan.gov/coronavirus/0,9753,7-406-98810---,00.html?page=1&limit=10&filterCategories=&searchQuery=

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~
PLAN CERTIFICATION

Otsego County Government

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

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

1.) It complies with Michigan Executive Order #2020-59 dated Friday, April 24, 2020.

2.) The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.

3.) The plan is available on the Otsego County Government website www.otsegocountymi.gov and at each Otsego County Government facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Signature:

Name of Official: Ken Borton

Title: Chairman of the Board

Date: April 27, 2020

Signature: Rachel Frisch

Name of Official: Rachel Frisch

Title: Administrator

Date: April 27, 2020

~ADDENDUM 1~
UPDATES TO APPENDIX A

APPENDIX A of this document refers to the Governor's Executive Order 2020-21, Stay Home Stay Safe Order which was issued on March 24, 2020. Executive Order 2020-21 has been rescinded and replaced by the subsequent following Stay Home Stay Safe Executive Orders (EOs):

- EO 2020-42 issued April 9, 2020
- EO 2020-59 issued April 24, 2020
- EO 2020-70 issued May 1, 2020
- EO 2020-77 issued May 7, 2020

The EOs listed above do not alter the requirements and determinants of Otsego County's Essential Services and Critical Infrastructure Workers. Therefore, Appendix A is in compliance with the EOs listed above, and all subsequent Stay Home Stay Safe EOs issued by the Governor that do not alter the requirements or determinants of Otsego County's Essential Services and Critical Infrastructure Workers.

This is to certify that I have reviewed Addendum 1 and I declare that the foregoing is true and correct.

Signature: _____

Name of Official: Ken Borton

Title: Chairman of the Board

Signature: Rachel Frisch

Name of Official: Rachel Frisch

Title: Administrator

Date: May 12, 2020

~ADDENDUM 2~
UPDATES TO APPENDIX A

APPENDIX A of this document has been updated as follows:

The Otsego County Board of Commissioners has reinstated its meetings according to its approved 2020 calendar using Zoom until further notice in accordance with Executive Order 2020-75. The authorization granted by the Board to the County Administrator to approve all disbursements for a 30-day period from April 1-30, 2020 has expired and has not been renewed, since the Board has resumed its regular meetings.

This is to certify that I have reviewed Addendum 2 and I declare that the foregoing is true and correct.

Signature: _____

Name of Official: Ken Borton

Title: Chairman of the Board

Signature: Rachel Frisch

Name of Official: Rachel Frisch

Title: Administrator

Date: May 12, 2020