

POLICIES & PROCEDURES COMMITTEE

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MEMBERS

Dawn Bales, Nancy Jenkins-Arno, James Goetz

Agenda: Monday, July 12, 2021– at 1:30 p.m.

**In compliance with the State of Michigan authorization of electronic meetings,
this meeting will be held via ZOOM*

Join Zoom Meeting

[https://us02web.zoom.us/j/87204835555?pwd=ZV](https://us02web.zoom.us/j/87204835555?pwd=ZVNoOUNuNDNKbkIKYiNiRFQ4QjZmUT09)

[NoOUNuNDNKbkIKYiNiRFQ4QjZmUT09](https://us02web.zoom.us/j/87204835555?pwd=ZVNoOUNuNDNKbkIKYiNiRFQ4QjZmUT09)

Meeting ID: 872 0483 5555

Passcode: 780645

Phone In

877 853 5247 US Toll-free

888 788 0099 US Toll-free

- I. Approval of Minutes – April 5, 2021**
- II. Ready for review / recommendation**
 - Nepotism Form
- III. Other Business**
 - Preparedness & Response Plan Amendment
 - County Policies – review status
- IV. Public comment**
- V. Adjournment**

Nepotism Policy

Effective with full-time and regular part-time employees hired, promoted or transferred after April 30, 2019, employees related to a 3rd degree by blood, marriage or adoption, may not be in a supervisor/subordinate relationship.

Third degree relationship extends to grandparent/grandchildren in a direct line and to aunt/uncle/niece/nephew in an extended family.

This section should not be interpreted in any way as an obstacle to members of the same family being employed by the County of Lenawee. It is the supervisor/subordinate relationship by close family members that is to be avoided.

Family Relationship at Work Acknowledgement

This is to acknowledge a 3rd degree relationship existed prior to May 1, 2019 within the _____ Department.

Department Head/Supervisor	
Employee	
Definition of Relationship	

It is understood that the family member noted above will not receive preferential treatment and will be required to fulfill all of the terms and conditions of their position as any other employee would be expected.

Department Head/Supervisor: _____

Employee: _____

Date: _____



Lenawee County COVID-19 Preparedness and Response Plan

Date Implemented: June 10, 2020

Amended: May 25, 2021

Lenawee County COVID-19 Preparedness and Response Plan Table of Contents

Plan

Essential Workers Necessary to Perform Critical Infrastructure Functions	1
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Protective Safety Measures

Designation of COVID-19 Supervisor	1
COVID-19 Training	1
Remote Work	1
Sick Leave	2

Workplace Infection-Control Practices & Proper Use of Personal Protective Equipment

Employee Self-Screening	2
Enhanced Social Distancing	3
Masks	3
Enhanced Hygiene	4
Enhanced Cleaning and Disinfecting	4
Points of Entry into County Buildings	4
Visitors and Customers	4
In-Home Services	4

Employee Conduct	5
------------------------	---

Steps to Be Taken - Employees Suspected or Confirmed to have COVID-19

Suspected Cases	5
Confirmed Cases	6

Reporting Unsafe Working Conditions	6
Business Continuity Plan.....	7

Appendices

A: Sample Employee Entry Screening Questionnaire	8
B: Visitor Health Screening Form	10
C: Certification by Employee	11

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 operate in a manner consistent with relevant federal, state and local guidance related to COVID-19, Lenawee County has prepared the following COVID-19 Preparedness and Response Plan ("Plan"). This Plan may be updated as this situation evolves, or as federal, state or local guidance related to COVID-19 are issued or amended.

This policy is hereby appended to the Lenawee County Personnel Handbook and remains enforceable under the provisions of the handbook until amended or rescinded by the Board of Commissioners.

ESSENTIAL WORKERS NECESSARY TO PROVIDE SERVICES TO LENAWEЕ COUNTY RESIDENTS AND CUSTOMERS

Lenawee County will operate with as little in-person contact as possible to provide necessary services to Lenawee County residents. Federal, state or local guidance or orders may further restrict the number of employees working and the scope of services provided.

PROTECTIVE SAFETY MEASURES

Designation of COVID-19 Supervisor

Each department will designate a primary and back-up COVID-19 Supervisor who will implement, monitor, and report on COVID-19 control strategies outlined in this Plan. One of these individuals should be on-site at all times.

COVID-19 Training

COVID-19 training for employees will be available and included, at a minimum:

1. Workplace infection-control practices;
2. Proper use of personal protective equipment;
3. Steps the employee must take to notify employer of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19; and
4. How to report unsafe working conditions.

Remote Work

Effective May 24, 2021, all employees may return to work. Department heads may allow employees who are able to work from home to continue to do so if it is in the best interest of continued County operations and employee health and safety.

Sick Leave

Employees are permitted to take paid leave consistent with the *Lenawee County Personnel Handbook* or relevant collective bargaining agreement. Any onsite employee who appears symptomatic will be sent home.

WORKPLACE INFECTION-CONTROL PRACTICES AND PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT

Develop and implement a daily screening program for all staff upon or just prior to reporting to work sites.

1. The screening procedures must include questions on the following:
 - a. New or worsening cough (excluding chronic cough due to known medical reason or allergies), shortness of breath or difficulty breathing, fever (100.4° or higher), new loss of taste or smell. A verbal confirmation of lack of fever is sufficient if a touchless thermometer is unavailable.
 - b. Chills or shivering, headache, sore throat, runny nose or congestion, muscle aches, abdominal pain, fatigue, nausea, vomiting or diarrhea
 - c. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19.
2. "Yes" response to the screening questions above requires the individual to do the following:
 - a. If yes to **one** of the symptoms listed in 1a above or yes to **two** of the symptoms is 1b above, and no known exposure and no COVID testing, exclude from work until:
 - It has been at least 10 days* from the first day symptoms began, AND
 - It has been at least 24 hours with no fever (that is 24 hours of no fever without use of medicine that reduces fevers), AND
 - Other symptoms are improving.

*Symptom onset is Day 0. They must then stay home for 10 additional days. They may return on Day 11.

If no known exposure to COVID and an employee has a negative test result, they may be allowed to return to work if symptoms are improving, including no fever for at least 24 hours without the use of fever-reducing medication. Any symptoms of vomiting or diarrhea must have been resolved for at least 24 hours or as determined by a healthcare provider.

- b. If yes to close contact (see 1c above), with someone diagnosed with COVID-19 and employee has no symptoms, exclude from work for 10 days from the date of last exposure and employee must continue to monitor for symptoms associated with COVID-19 for an additional 4 days. Employees who are fully vaccinated (at least two weeks past completion of vaccination series) or previously tested positive for COVID-19 in the past 90 days, are not required to quarantine.

An employee that develops symptoms of COVID-19 within 14 days after an exposure is considered a probable case of COVID-19 and must be excluded from work until:

- It has been at least 10 days from the first day symptoms began, AND
- It has been at least 24 hours with no fever (that is 24 hours of no fever without use of medicine that reduces fevers), AND
- Other symptoms are improving.

*Symptom onset is Day 0. They must then stay home for 10 additional days. They may return on Day 11.

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. 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 and required to wear appropriate personal protective equipment and/or stay behind any physical barriers installed commensurate with their level of risk of exposure to COVID-19. Social gatherings and meetings that do not allow for social distancing or that create unnecessary movement throughout the office is prohibited. The use of virtual meetings shall occur whenever possible. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed.

Social Distancing is required for all employees and visitors.

Masks

Face coverings are required for non-vaccinated employees when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and in addition, consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace. All non-vaccinated employees shall also wear face coverings in all common areas.

Face coverings are required for all non-vaccinated visitors.

Face coverings are required for all employees and visitors to the Judicial Building and to the Health Department clinics.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cough/sneeze into their elbow or 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. Posters to encourage staying home when sick, cough and sneeze etiquette, and proper hand hygiene practices posted throughout all county buildings. Hand shaking is 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 as necessary to prevent virus spread on contact surfaces 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. Employees are highly encouraged to wipe down their personal work space twice daily. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, their office space and/or equipment will be disinfected.

Points of Entry into County Buildings

Where possible, alternate entry points into and out of a building for employees versus the public shall be identified.

Visitors and Customers

All visitors and customers entering the building shall be screened prior to entering the building. A screening log will 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 will not be allowed into the building. They will be provided with a handout regarding what to do if you might have COVID-19.

In-Home Services

Employees required to perform in-home services shall maintain accurate appointment records, including date and time of service, name of client, and contact information, to aid in possible contact tracing. Interaction shall be limited to the use of electronic means of communication whenever possible. If it is necessary to enter the home, employee will inquire of the customer whether anyone in the household has been diagnosed with COVID-19, is experiencing symptoms of COVID-19, or has had close contact with someone who has been diagnosed with COVID -19. If so, the appointment should be rescheduled. The number of employees inside a home should be kept to a minimum

number necessary to perform the work in a timely fashion. In addition, gloves shall be worn when practical and disposed of in accordance with guidance from the CDC.

EMPLOYEE CONDUCT

Lenawee County employees are required to conduct themselves in compliance with this policy to protect their health and the health of their co-workers. The departmental COVID 19 Supervisor shall enforce the provisions of this policy and report violations to the department head.

All employees violating the provisions of this policy are subject to disciplinary action.

STEPS TO BE TAKEN IF EMPLOYEE IS SUSPECTED OR CONFIRMED TO HAVE COVID-19

Suspected COVID-19 Cases and Close Contacts

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

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.
- 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 or shared items with someone who has tested positive for COVID-19.

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

- Immediately notify their supervisor;
- Seek immediate medical care or advice; and
- Self-quarantine for 10 days.

If an employee qualifies as a *Suspected Case*, the employee's **supervisor** must:

- Immediately notify the Health Department (264-5226; option 5)
- Notify Maintenance to disinfect employee's work area which may include restricting use of work area for 24 hours. (264-4738)
- Notify the Human Resources Coordinator (264-4510)
- Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person suspected to have COVID-19. Contact, for these purposes is defined as being in close proximity for a period of 15 minutes or longer and/or sharing of food, drink, or other items with the person suspected to have COVID-19.

A **fully vaccinated** employee who is a close contact of a person who has tested positive does not need to quarantine unless they are exhibiting symptoms of COVID 19.

Confirmed COVID-19 Cases

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

If an employee qualifies as a *Confirmed Case* (as described above), the **employee** must:

- Immediately notify their supervisor;
- Self-quarantine and remain out of the workplace until they are released to return to work by the Health Department.

If an employee qualifies as a *Confirmed Case*, the employee's **supervisor** must:

- Immediately notify the Health Department. (264-5226; option 5)
- Notify Maintenance to disinfect employee's work area which may include restricting use of work area for 24 hours. (264-4738)
- Notify the Human Resources Coordinator. (264-4510)
- Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person suspected to have COVID-19. Contact, for these purposes is defined as being in close proximity for a period of 15 minutes or longer and/or sharing of food, drink, or other items with the person suspected to have COVID-19.

If an employee qualifies as a Confirmed Case, then Lenawee County 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.

REPORTING UNSAFE WORKING CONDITIONS

Concerns of unsafe working conditions shall be reported to one or all of the following: (1) Supervisor; (2) Human Resource Coordinator; (3) County Administrator.

BUSINESS CONTINUITY PLANS

The departments will: (1) work 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

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

1. Have you experienced any of the following symptoms?
 - a. New or worsening cough (excluding chronic cough due to known medical reason or allergies), Shortness of breath or difficulty breathing, Fever (100.4 or higher), New loss of taste or smell
 - b. Chills or shivering, Headache, sore throat, runny nose or congestion, muscle aches, abdominal pain, fatigue, nausea, vomiting or diarrhea
 - c. Have you had close contact in the last 14 days with an individual diagnosed with COVID 19

“Yes” response to the screening questions above requires you to do the following:

- a. If yes to **one** of the symptoms listed in 1a above or yes to **two** of the symptoms is 1b above, and no known exposure and no COVID testing, exclude from work until:
 - It has been at least 10 days* from the first day symptoms began, AND
 - It has been at least 24 hours with no fever (that is 24 hours of no fever without use of medicine that reduces fevers), AND
 - Other symptoms are improving.

*Symptom onset is Day 0. You must then stay home for 10 additional days. They may return on Day 11.

If no known exposure to COVID and you have a negative test result, you may be allowed to return to work if symptoms are improving, including no fever for at least 24 hours without the use of fever-reducing medication. Any symptoms of vomiting or diarrhea must have been resolved for at least 24 hours or as determined by a healthcare provider.

- b. If yes to close contact (see 1c above), with someone diagnosed with COVID-19 and you have no symptoms, exclude from work for 10 days from the date of last exposure and continue to monitor for symptoms associated with COVID-19 for an additional 4 days. Employees who are fully vaccinated (at least two weeks past completion of vaccination series) or previously tested positive for COVID-19 in the past 90 days, are not required to quarantine.

An employee that develops symptoms of COVID-19 within 14 days after an exposure is considered a probable case of COVID-19 and must be excluded from work until:

- It has been at least 10 days from the first day symptoms began, AND

- It has been at least 24 hours with no fever (that is 24 hours of no fever without use of medicine that reduces fevers), AND
- Other symptoms are improving.

*Symptom onset is Day 0. They must then stay home for 10 additional days. They may return on Day 11.

If YES to any, you are restricted from entering the building.

If NO, proceed to sign below and enter the building.

Signature: _____ Date: _____

APPENDIX B

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:

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:

- a. New or worsening cough (excluding chronic cough due to known medical reason or allergies), Shortness of breath or difficulty breathing, Fever (100.4 or higher), New loss of taste or smell
- b. Chills or shivering, Headache, sore throat, runny nose or congestion, muscle aches, abdominal pain, fatigue, nausea, vomiting or diarrhea
- c. Have you had close contact in the last 14 days with an individual diagnosed with COVID 19 (A close contact is within 6 feet for 15 minutes or more)

If visitor answered “**yes**” to one item in 1a or two or more in items in 1b or yes to 1c the visitor is 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 C

Lenawee County COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Employee

This is to certify that I have read and understand the Lenawee County COVID-19 Preparedness and Response Plan attached hereto. I fully understand and agree to follow all of the requirements outlined in this Plan.

I further understand that if at any time I have any questions about this plan I shall contact my immediate Supervisor and/or the Administrator's Office.

This Plan can be reviewed at any time by visiting the Human Resource page of the County Website at www.lenawee.mi.us.

Signature: _____

Printed Name: _____

Date: _____

Policies Procedures

April, 2021

FINANCIAL POLICIES		Reviewed	Original Adoption	LAST Amended	Notes
✓	Accounts Payable	Dec, 2017	Jan-13	Jun-18	POL#2021-002
	Automated Clearing House (ACH)	Dec, 2017	Jun-03	Sep-17	
	Bidding Policy	Dec, 2017	Jul-00	Jun-17	
	Bond and Annexations	Dec, 2017	Sep-99		
✓	Cash Handling Policy	Mar, 2021	Apr-21		POL#2021-003
	Contracts: Authority/Designate Signatory	Apr, 2018	Sep-07	Apr-18	POL#2018-004
	Credit Card Policy				
	Acceptance Policy		Dec-97	Jul-05	
	Issuance Policy		Jul-05	Nov-16	POL#2019-012
	Federal Awards Administration	Jan, 2018	Dec-16		
	Fixed Assets	Apr, 2018	Mar-06	Apr-18	POL#2018-005
	Insurance Settlement	May, 2018	Apr-11	May-18	POL#2018-007
✓	Investment	Mar, 2018	Feb-03	Annually	POL#2021-001
	Tuition Reimbursement	May, 2018	Sep-07	May-18	POL#2018-006
PERSONNEL POLICIES		Reviewed	Original Adoption	LAST Amended	Notes
	Personnel Handbook			Apr-19	POL#2019-010
	Anti-Harassment	Feb, 2018	Feb-02	Feb-18	POL#2018-002
	Equal Employment Opportunity Resolution		Sep-76	Nov-18	POL#2018-012
	Photo ID Badges	June, 2018	Apr-14	Jun-18	POL#2018-009
INFORMATION TECHNOLOGY		Reviewed	Original Adoption	LAST Amended	Notes
	IT & Security Policies (inclusive)			Apr-19	POL#2020-003
GENERAL/OTHER POLICIES		Reviewed	Original Adoption	LAST Amended	Notes
	Airport Driving Policy	Mar-19	May-06	Mar-19	POL#2019-008
	CDBG-Citizen Participation Plan		Feb-19		2019-003
	CDBG-Economic Opportunities for Section 3		Feb-19		2019-004
	CDBG-Grievance Procedure		Feb-19		2019-005
	CDBG-Non-Discrimination based on handicap		Feb-19		2019-002
	Fair Housing Policy		Aug-88	Nov-10	<i>To be reviewed by legal counsel</i>
	Flag Etiquette Policy	June, 2018	Oct-86		
	Freedom of Information Act (FOIA) Policy	Sept, 2018	Mar-10	Sep-18	POL#2018-011
	Green Initiative Policy	Mar-19	Mar-88	Mar-19	POL#2019-009
	Hiring Freeze Policy	Mar-19	Jan-89	Mar-19	POL#2019-006
	Human Services Building – Building Use		Nov-89		<i>Removed from Policy book 8/2019</i>
	Parking Lot Policy	Aug, 2018	Mar-88	Mar-19	POL#2019-007
	Record Retention				<i>to be reviewed in the near future 8/19</i>
	Vehicle Use Policy		Mar-88	Aug-	POL#2019-013