

KALAMAZOO COUNTY GOVERNMENT

COVID-19 Preparedness and Response Plan



In the Pursuit of Excellence...



KALAMAZOO COUNTY GOVERNMENT COVID-19 Preparedness and Response Plan

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Certification by Responsible Public Official

This is to certify that I have reviewed the following Kalamazoo 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 #2020-42 dated Thursday, April 9, 2020 and Michigan Executive Order 2020-59 dated 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 Kalamazoo County Government website www.kalcounty.com and at each Kalamazoo County Government facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Kalamazoo County Government

Signature: Tracie L. Moored

Name of Official: Tracie L. Moored

Title: County Administrator/Controller

Date: May 10, 2020



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Overview

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

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

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



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Protective Safety Measures

Building Hours

Kalamazoo County Government facilities will be open to the public on a reduced schedule until further notice. A listing of business hours for each facility is available at www.kalcounty.com.

Paid Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Kalamazoo County Government Personnel Policies 5.03 Paid Leave and 5.04 Other Leaves of Absences. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work

All employees who are not essential to work onsite and whose job duties reasonably allow them to telework (as determined by their Department Head, Elected Official or Court Administrator) may be able to work remotely.

Accommodation Process

Employees needing to request an accommodation due to COVID-19 should contact Human Resources immediately.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix B. The questions on the screening questionnaire will be asked of each employee before being permitted to enter the workplace. Additionally, employees will be required to complete a temperature screening process. Bypassing the screening process before entering the building is strictly prohibited.

Any individual taking employee temperatures will be required to wear appropriate personal protective equipment, as determined by the Public Health Officer.

If an employee fails the screening process, they will be prevented from entering the premises and shall be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.



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Occupational Risk Exposure Classification

Kalamazoo County will utilize the OSHA Occupational Risk Pyramid for COVID-19 in determining the appropriate safety precautions and control measures necessary to help mitigate the risk of exposure to COVID-19.

OSHA Occupational Risk Pyramid for COVID-19



Very High Exposure Risk – those positions with high potential for exposure to known or suspected sources of COVID-19 during specific medical or laboratory procedures.

- Healthcare workers performing aerosol-generating procedures on known or suspected COVID-19 patients.

High Exposure Risk – those positions with high potential for exposure for exposure to known or suspected sources of COVID-19.

- Healthcare delivery and support staff exposed to known or suspected COVID-19 patients.

Medium Exposure Risk – those positions that require frequent and/or close contact with (i.e. within 6 feet of) people who may be infected, but not known or suspected COVID-19 patients.

- Staff who have regular contact with the general public in a high-population-density work environment.

Low Exposure Risk (Caution) – those positions that do not require contact with people known to be, or suspected of being COVID-19 patients.



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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. 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. Face to face meetings will be prohibited. Departments are encouraged to use Microsoft Teams or other available technology in these instances.

Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate.

Face-to-Face Interaction. 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.

Shared Spaces. 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. In addition, the number of employees permitted in any restroom, elevator, break room or lunch room shall be limited to ensure social distancing restrictions can be followed.

Travel by Vehicle. For those employees required to travel by vehicle for business purposes, Kalamazoo County Government will allow only one employee per vehicle.

County Vehicle Use. For those employees required to use a County owned vehicle for business purposes, Kalamazoo County Government will allow only one employee per County owned vehicle.

Personal Protection Equipment

COVID-19 is a respiratory virus that is carried through droplets that can enter the respiratory track primarily through inhalation. The current science suggests that disease transmission can take place from touching a COVID-19 contaminated surface and then touching the face, however the risk of contracting COVID-19 in this manner is relatively low. Additionally, COVID-19 is not absorbed through the skin with the skin providing an effective barrier for contracting the disease.



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Kalamazoo County Government shall provide and make available to any worker performing in-person work, personal protective equipment (PPE) such as face shields and face coverings as appropriate for the activity being performed.

Gloves. From what we currently know about the disease, gloves are not recommended and the Kalamazoo County Health & Community Services Department is discouraging the general public from using gloves.

Face Coverings. 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. If an employee is alone and in a private office, the employee may remove their face covering.

Face Shield. All employees who may come in contact with visitors and do not have any type of physical barrier between themselves and the visitor will be required to wear a face shield at all times. Face shields should be regularly disinfected.

Shared Convenience Items

Employees shall cease use of shared convenience items such as drinking fountains, vending machines, coffee stations, microwaves, water jugs/filling stations and shared refrigerators unless a touchless option is available.

Tools and Equipment

Kalamazoo County Government limits the sharing of tools and equipment among in-person employees. Should any sharing of tools and equipment 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. Kalamazoo County Government will provide employees with disinfectant for this purpose.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Signs regarding proper hand washing methods will be posted in all restrooms.

Hand shaking or any form of physical contact is prohibited.



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Enhanced Cleaning and Disinfecting

Buildings & Grounds will increase cleaning and disinfecting of surfaces and other elements of the work environment regularly using products containing EPA-approved disinfectants. Employees will be provided with access to disinfectant spray so that any commonly used surfaces and equipment can be sprayed and wiped down before each use.

In the event that an employee tests positive for COVID-19 and has been in the workplace in the past 14 days, Human Resources will notify Buildings & Grounds of the locations frequented by the employee. Buildings & Grounds will thoroughly disinfect open work spaces and private offices frequented by the employee. Private office spaces will be closed to access for 3 days.

Visitors

All visitors entering a County building shall be required to wear a face covering over their nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, if able to medically tolerate a face covering, while in any County building. If the visitor does not have a face covering, Kalamazoo County Government may deny the visitor entry into the building or may provide them with a disposable mask (if available).

The number of individuals permitted in any restroom, elevator, waiting area or lobby shall be limited to ensure social distancing restrictions.

To assist with monitoring the occupancy rates of each individual facility, visitors are encouraged to schedule an appointment and may be escorted in and out of the facility during their visit. This determination will be made on a facility by facility basis.



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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 with someone who has tested positive for COVID-19.

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

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

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

- Notify Health & Community Services to obtain guidance on next steps; and
- Ensure that the employee's work area and any areas that they may have entered are thoroughly cleaned.



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Confirmed Cases

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

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

- Immediately notify supervisor and/or Human Resources staff of their diagnosis; and
- Remain out of the workplace until they are cleared to return to work by a health care provider.

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

- Maintain confidentiality as required by the Americans with Disabilities Act (“ADA”) and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”); and
- Notify Health & Community Services to obtain guidance on next steps; and
- Ensure that the entire workplace, or affected parts thereof (depending on employee’s presence in the workplace), is thoroughly cleaned and disinfected; and
- 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.



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Business Continuity Plans

Each Department Head, Elected Official or Court Administrator is responsible for working with the appropriate employees in their respective department to:

1. Designate one COVID-19 Response Manager, along with a back-up manager, for each worksite.
 - a. Current Building Security Managers should serve as the COVID-19 Response Manager.
2. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
3. Identify alternate supply chains for critical goods and services in the event of disruption.
4. Develop an emergency communication plan to communicate important messages to their employees.



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APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

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

1. Health care and public health.
2. Law enforcement, public safety, and first responders.
3. Food and agriculture.
4. Energy.
5. Water and wastewater.
6. Transportation and logistics.
7. Public works.
8. Communications and information technology, including news media.
9. Other community-based government operations and essential functions.
10. Critical manufacturing.
11. Hazardous materials.
12. Financial services.
13. Chemical supply chains and safety.
14. Defense industrial base.

For purposes of Executive Order 2020-42 and Executive Order 2020-59, critical infrastructure workers also include⁴:

1. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
2. Workers at suppliers, distribution centers, or service providers, as described below.
 - a. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.



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- b. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in sub-provision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - c. Consistent with the scope of work permitted under sub-provision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - d. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- 3. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- 4. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- 5. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- 6. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- 7. Workers at laundromats, coin laundries, and dry cleaners.



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8. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
9. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

⁴Under Executive Order 2020-42 and 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.



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APPENDIX B

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In order to access the workplace, please affirm that in the past 24 hours, you have not experienced:

- ☐ Atypical Cough
- ☐ Atypical shortness of breath

Or at least two of the following:

- ☐ Fever of 100 degrees F or 37.8 degrees C, or above
- ☐ Chills/Repeated Shaking
- ☐ Muscle Pain
- ☐ Sore Throat
- ☐ Headache
- ☐ New or Loss of Taste or Smell

If you answer “yes” to any of the symptoms listed above, you are restricted from entering any County building. Please self-isolate at home and contact your primary care physician for direction.

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

In the past 14 days have you:

- ☐ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?
- ☐ Traveled internationally or domestically?

If you answer “yes” to either of these questions, you are restricted from entering any County building. Self-quarantine at home for 14 days.

If no to all of the above, please enter the building.



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APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

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

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

1. Three (3) days have passed since their symptoms have resolved and 7 days have passed since their symptoms first appeared or until cleared for work by a health care provider;
- 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.



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APPENDIX D SIGNS FOR COUNTY BUILDINGS



Only enter this building if you:

- are a healthy visitor;
- have a critical need that must be addressed in person;
- are a County employee.

All others:

- If you have COVID-19 symptoms, please contact a health care provider.
- Go to www.kalcounty.com to call or email County staff regarding your question or requested service.

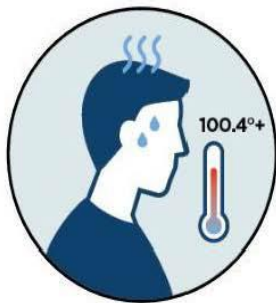


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STOP!

IF YOU HAVE:

FEVER



COUGH



**SHORTNESS
OF BREATH**



**OR IF YOU HAVE A REASON TO BELIEVE YOU
MAY HAVE BEEN EXPOSED TO THE COVID-19
VIRUS FOR ANY REASON.**

DO NOT ENTER



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Prevent the spread of COVID/flu.

**WASH YOUR HANDS
FREQUENTLY**

PREVENT ILLNESS BY WASHING YOUR HANDS!



1 Wet your hands



2 Apply soap



3 Lather & scrub
(20 secs)

DONT FORGET TO WASH:

- between your fingers
- under your nails
- tops of your hands



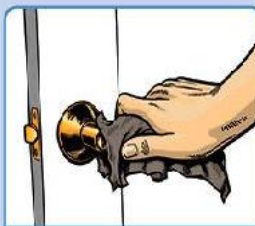
4 Rinse (10 secs)



5 Turn off tap



6 Dry your hands



7 Open door with paper
towel



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IMPORTANT NOTICE

To protect our visitors and employees,
**ALL individuals entering a County
facility will be required to wear a
face covering at all times*.**



*If you are medically unable to tolerate wearing a face covering, you will still be allowed to enter the building.



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COVER YOUR COUGH

Stop the spread of germs!



Use tissue to cover your
mouth and nose when
you cough or sneeze

Throw your tissue in
the waste basket



or cover your cough
or sneeze with your
upper sleeve,
not your hands



Clean Your Hands



*After coughing or sneezing
wash for 20 seconds with
soap and warm water or
clean with hand sanitizer*





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**In order to maintain
social distancing, only
ONE PERSON
in the elevator
at a time.**

Thank You!



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**THIS BATHROOM
IS OCCUPIED
DO NOT
ENTER**



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! ATTENTION !

**Only
ONE PERSON
in the restroom
at a time.**

Thank You



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APPENDIX E

OTHER RESOURCES

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

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

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

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,00.html

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>