



**Amended
Grand Traverse County
COVID-19 Preparedness and Response Plan**

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Grand Traverse County COVID-19 Preparedness and Response Plan

Introduction

In order to respond to the novel coronavirus (“COVID-19”) epidemic and to comply with relevant state and local orders or guidance related to COVID-19, and Public Act 238 of 2020, Grand Traverse County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). The County Administrator may update or amend this Plan as this situation evolves or as state or local orders or guidance related to COVID-19 are issued or amended.

The County will carry out in person work in compliance with certain standards related to social distancing, cleaning, and mitigation measures as stated in this Plan and consistent with current and future Occupational Safety and Health Administration (OSHA) guidance and Centers for Disease Control and Prevention (CDC) guidance. The County also will carry out this plan in compliance with Public Act 238 of 2020 as may be amended. The standards stated in this plan will be readily available to all County employees, labor unions, visitors, and service recipients by it being posted on the County’s website.

Definition of Terms

1. “Complete the COVID-19 Vaccine” means one dose of the Johnson and Johnson vaccine, or two doses of the Pfizer or Moderna vaccines, two weeks have passed after the one dose of Johnson and Johnson vaccine or two weeks have passed after the two doses of the other vaccines, and a booster shot within the applicable timeline for each COVID-19 vaccine.
2. “Confirmed Case” means a County Employee tests positive for COVID-19 test that either is a rapid antigen test or is a PCR nasal swab test.
3. “Initiate the COVID-19 Vaccine” means only the first dose of either the Pfizer or Moderna vaccine.
4. “PPE” means personal protective equipment.
5. “Symptoms of COVID-19” means runny nose, sneezing, coughing, shortness of breath, fatigue, and fever. The CDC has also advised that other symptoms include muscle/body aches, severe headache, sore throat, abdominal pain, lower back pain, vomiting, diarrhea and new loss of taste or smell.

Protective Safety Measures

COVID-19 Vaccination

To prevent the spread and exposure of COVID-19, the County encourages all employees to complete the COVID-19 vaccine and the available booster vaccinations.

Leave Time for COVID-19 cases, Vaccination, and Sick Employees

Grand Traverse County encourages all employees to do what they can to remain free of COVID-19. To that end, the County encourages vaccinations, and the County will provide necessary PPE, as well as access to testing. Employees are not to report to work if they are sick. A supervisor who observes at the start of the work shift an onsite employee who appears to display the Symptoms of COVID-19 shall immediately separate the sick employee from other employees and send the employee home. Employees that are Confirmed Cases will be isolated, not allowed to work in person, and sent home. The County will provide an employee who is a Confirmed Case two days of additional leave time. The provision for the additional two days of time will be available until February 28, 2022. This provision may be extended in the event the Administration believes the extension is necessary to preserve the workforce.

An employee does not have to use any leave time to initiate or complete the COVID- 19 vaccine. Also, if the employee experiences side effects after getting the COVID-19 vaccine, that employee may take one day of leave without using any banked leave time to recover from the side effects.

PPE

Grand Traverse County shall make available to all employees PPE such as gloves, goggles, face shields, and facemasks as appropriate for the activity being performed by the employee.

The County will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

All types of PPE must be:

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

The County also encourages employees to use PPE and hand sanitizer on public transportation as recommended by the Centers for Disease Control.

Enhanced Social Distancing

Employees should perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may work remotely, be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Physical barriers may also be installed for employees commensurate with their level of risk of exposure to COVID-19. County Administration may grant supervisor requests for alternating days or extra shifts that reduce the total number of employees in the workplace at one time to ensure social distancing can be maintained.

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 upon entry. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Anti-bacterial wipes, nitrile gloves and spray bottles are also provided for spot cleaning in all office areas when requested.

Employees are discouraged from using other employees' phones, desks, equipment or tools when possible. If sharing such items or spaces is necessary, then employees should wipe down any and all items and spaces prior to sharing it with another employee.

Enhanced Cleaning and Disinfecting

All buildings are cleaned daily with the normal routine of vacuuming, emptying trash, mopping and daily routines. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use.

The County will follow CDC and OSHA guidance with respect to prevention and mitigation measures. The County has posted various posters within the workplace to inform employees of recommended prevention

and mitigation measures. The County will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, the County will adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

When choosing cleaning chemicals, the County will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

Self-Monitoring for Symptoms

Employees are required to self-monitor for Symptoms of COVID-19 if they suspect possible exposure.

Employees who are a Confirmed COVID-19 Case or identified as a Close Contact

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee tests positive for COVID-19. The employee is responsible to immediately notify their supervisor and Human Resources about testing positive and remain out of the workplace until they are no longer infectious according to the latest guidelines from the CDC, and they are released from isolation or quarantine by the Health Department.

If an employee qualifies as a Confirmed Case, then the employee's supervisor will:

- Immediately notify the Health Department and Human Resources;
- Within 24 hours, notify all employees, contractors or suppliers 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.
- Keep the employee out of the workforce until they are released from isolation or quarantine by the Health Department.

Close Contact

An employee who has not completed the COVID-19 vaccine and has been exposed to a COVID-19 positive person, meaning:

- An immediate family member has tested positive for or exhibited the principal 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 who has not completed the COVID-19 vaccine is identified as a close contact (as described above) to a confirmed or probable case, the employee must:

- Immediately notify their supervisor and Human Resources;
- Call the Health Department for testing and/or quarantine instructions;
- Seek immediate medical care or advice if they become symptomatic;
- Not report to work until the employee is advised by a health care provider or public health professional that they have completed their period of quarantine.

Becoming Sick at Work

A supervisor will physically isolate an employee, who during their work shift, develops the Symptoms of COVID-19 from the remainder of the workforce, using measures such as, but not limited to:

- (a) Not allowing the employee to report to or remain at their work location.
- (b) Sending the employee to a location (for example, home) where they are self-isolating during their illness.
- (c) Assigning the employee to work offsite at the location where they are self-isolating during their illness.

Additional Workplace Protections Engineering

Controls

The County will maintain the following engineering controls:

- Installing high-efficiency air filters.
- Installing physical barriers, such as clear plastic sneeze guards when requested.
- Increasing air exchange.

Administrative Controls

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

Continue to Follow Existing OSHA Standards

The County will continue to adhere to all applicable existing OSHA standards and requirements.

Training

The County will coordinate and provide training to employees related to COVID-19. At minimum, the County will provide training as to the following:

- Workplace infection-control practices.
- COVID-19 vaccination efficacy, safety, and side effects
- The proper use of PPE.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps the worker must take to notify the County of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- How to report unsafe working conditions.

Recordkeeping

The following records will be maintained:

- Required employee training.
- A record of past daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19 performed under prior adopted plans.
- Any required notifications made when an employee is identified as a confirmed case of COVID-19.

Operation Continuity Plans

The Grand Traverse County Administrator will designate Managers or Elected Officials to serve as COVID 19 Workforce Coordinators for the buildings where the Managers or Elected Officials' offices are located. The Workforce Coordinators will be responsible to ensure that all County departments are complying with this plan in their respective buildings. The Workforce Coordinators will have the responsibility to implement the following:(1) work with Human Resources to develop a plan to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) request Facilities Management to identify alternate supply chains for critical goods and services in the event of disruption; and (3) request the Emergency Manager to develop an emergency communication plan to communicate important messages to employees and constituents that are present in County buildings.