



Cheboygan County COVID-19 Preparedness and Response Plan

**Date Implemented: March 31, 2020
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Cheboygan County COVID-19 Preparedness and Response Plan

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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, Cheboygan County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

GENERAL OVERVIEW

The following COVID-19 Preparedness & Response Plan has been established for Cheboygan County in accordance with the requirements in the most recent Executive Order (“EO”) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer and also in accordance with *Guidance on Preparing Workplaces for COVID-19*, developed by the Occupational Health and Safety Administration (“OSHA”). Appendix A contains the list of 18 items all businesses and operations that are permitted to require their employees to leave their homes or residences for work must implement under the most recent EO.

Protective Safety Measures

Sick Leave

Workers are encouraged to stay at home if they are sick. Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Cheboygan County’s Personnel Policies. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work/Assigned in Reserve

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely and/or may be assigned at home in reserve to maintain continuity of operations.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be acknowledged 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. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she should 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.

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 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 to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, increased cleaning and disinfecting will be conducted by a professional disinfecting company following CDC/ Federal Guidelines.

Public Access to County Buildings/ Facilities

The safety of our residents and employees is of primary concern. Using an abundance of caution, beginning Wednesday, March 18th at 5:00 PM until further notice the Cheboygan County Buildings will only permit limited public access as directed by Court Order or emergency need.

The Public may only enter County Buildings/ Facilities or use public transportation vehicles after being screened. A screening questionnaire should be utilized to decide if a person can enter the building or vehicle. If a person presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building or vehicle. Provide public with information regarding what to do if you might have COVID-19.

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.
- 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 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 Cheboygan 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 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 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 they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then Cheboygan 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.

Business Continuity Plans

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

SUMMARY OF EXECUTIVE ORDER 2020-97

Executive Order 2020-97 requires all businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, or any order that follows it, to, at minimum, do the following:

- Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here. **By June 1, 2020, or within two weeks of resuming in-person activities**, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
- Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under your COVID-19 Preparedness and Response Plan. The supervisor **must** remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
- Provide COVID-19 training to employees that covers, at a minimum: (1) Workplace infection-control practices. (2) The proper use of personal protective equipment. (3) Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19. (4) How to report unsafe working conditions.
- Conduct a 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-19.¹
- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (*e.g.*, police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (*e.g.*, door handles), paying special attention to parts, products, and shared equipment (*e.g.*, tools, machinery, vehicles).

¹ There is often a local health department order or local executive order that has a form screening document or screening questions that your business should use to ensure compliance at all levels.

- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, **within 24 hours**, notify both: (1) The local public health department, and (2) Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”).
- Follow Executive Order 2020-36,² and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- Restrict business-related travel for employees to essential travel only.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- Promote remote work to the fullest extent possible.
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.³

² EO 2020-36 provides that employers are prohibited from discharging, disciplining, or otherwise retaliating against an employee from staying home when he or she is at particular risk of infecting others with COVID-19. EO 2020-36 also provides that people who test positive for COVID-19 or show the principal symptoms of COVID-19 should remain in their home until certain circumstances exist and address other return-to-work criteria.

³ Additional guidance on this requirement is expected to be forthcoming from state agencies/departments in accordance with Executive Directive No. 2020-6.

APPENDIX B

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

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

_____ An 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 will not be permitted access to the premises. 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 not permitted access to the premises. Self-quarantine at home for 14 days.

If no to all of the above, by scanning your entry card you are certifying you have no symptoms.

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:

- 72 hours free of fever (100 degrees F or 37.8 degrees C) without the use of fever-reducing medication ; **and**
- Respiratory symptoms have improved; **and**
- At least 7 days have passed since symptoms first appeared.
- Employee has received a negative COVID-19 test.
- County has approved return to work within County facilities.

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

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

In the past 24 hours, have you experienced any of the following symptoms:

Fever? (100.0°F or above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:		

If the visitor answered **“yes”** to any of the symptoms listed above visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days, have you:

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19? Yes No

Traveled via airplane internationally or domestically? Yes No

If visitor answered **“yes”** to either of these questions visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

APPENDIX E
SIGNS FOR BUILDINGS

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



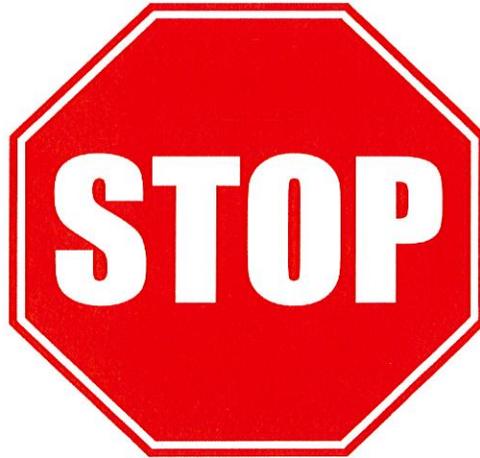
WH1422 REV 03/20



THE COUNTY BUILDING IS ONLY PERMITTING LIMITED PUBLIC ACCESS AT THIS TIME. DURING THIS LIMITED ACCESS PERIOD, RESIDENTS ARE ENCOURAGED TO USE ONLINE, MAIL OR PHONE OPTIONS TO CONDUCT COUNTY BUSINESS. WHERE MANDATED SERVICES CANNOT BE ACCOMPLISHED ONLINE, BY MAIL OR PHONE, SERVICES MAY BE RENDERED CASE-BY-CASE BY APPOINTMENT.

FOR ASSISTANCE OR EMERGENCY COURT MATTERS AND FILINGS, PLEASE CALL THE APPROPRIATE OFFICE (SEE LISTING).

THANK YOU FOR YOUR PATIENCE AND UNDERSTANDING IN AN EFFORT TO MITIGATE THE SPREAD OF THE COVID-19 VIRUS.



**WE KINDLY ASK IF YOU ARE EXPERIENCING
THE FOLLOWING COVID-19 OR FLU LIKE
SYMPTOMS:**

- **FEVER**
- **COUGH**
- **SHORTNESS OF BREATH**

**PLEASE DO NOT ENTER THE BUILDING,
RETURN TO YOUR VEHICLE AND CONTACT
YOUR PHYSICIAN.**

**IF YOU HAVE A NOTICE TO APPEAR, PLEASE
CONTACT YOUR ATTORNEY OR APPROPRIATE
COURT.**

THANK YOU!

COVID-19

Interim Guidance for Schools, Businesses, and Non-Profits

Updated February 28, 2020

This interim guidance is based on what is currently known about the Coronavirus Disease 2019 (COVID-19). Information will be updated as it becomes available.

DISTRICT HEALTH DEPARTMENT NO. 4 RESPONSE: WHAT ARE WE DOING?

- Participating on calls with Michigan Department of Health and Human Services (MDHHS) and Centers for Disease Control and Prevention (CDC)
- Monitoring all individuals based on risk exposure CDC guidance:
 - <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- Maintaining communication with local medical providers to provide up to date information

PREVENT THE SPREAD

PERFORM ROUTINE ENVIRONMENTAL CLEANING

- No additional disinfection beyond routine cleaning is recommended at this time
- Employers are recommended to provide disposable wipes so that commonly used surfaces (doorknobs, keyboards, remote controls, desks, etc.) can be wiped down by employees before each use
- Schedule routine cleaning for all frequently touched surfaces. Use the cleaning agents you normally use for these areas and follow the directions on the label

WHAT SHOULD I BE DOING TO PROTECT MYSELF?

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth Stay home when you are sick
- Cover your cough or sneeze
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Regularly wash hands with soap and water for at least 20 seconds If soap and water is not available, use an alcohol based hand sanitizer that contains at least 60-95% alcohol



WHAT PERSONAL PROTECTIVE EQUIPMENT (PPE) SHOULD I USE?

- Currently, the CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
 - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. Health workers and people who are taking care of someone in close settings should also consider facemask use.
- There is no specific OSHA standard covering COVID-19. However, some OSHA requirements may apply to preventing occupational exposure to COVID-19.
 - <https://www.osha.gov/SLTC/covid-19/standards.html>

PLANNING

TRAVEL

- Evaluate CDC travel guidance prior to travel

RESOURCES

- CDC/COVID-19:
 - <https://www.cdc.gov/coronavirus/>
- Occupational Health and Safety Administration:
 - <https://www.osha.gov/SLTC/covid-19/index.html>
- MDHHS:
 - www.midhigan.gov/coronavirus

2019 NOVEL CORONAVIRUS



The Michigan Department of Health and Human Services (MDHHS) is working closely with healthcare providers, local public health departments, and the Centers for Disease Control and Prevention (CDC) to actively monitor any potential cases of 2019 Novel Coronavirus (2019-nCoV) in Michigan. MDHHS will update information as it becomes available at: michigan.gov/coronavirus.

What is 2019 Novel Coronavirus?

2019 Novel Coronavirus is a virus strain that has only spread in people since December 2019. Health experts are concerned because little is known about this new virus and it has the potential to cause severe illness and pneumonia.

How does 2019 Novel Coronavirus spread?

Health experts are still learning the details about how this new coronavirus spreads. Other coronaviruses spread from an infected person to others through:

- the air by coughing and sneezing.
- close personal contact, such as touching or shaking hands.
- touching an object or surface with the virus on it, then touching your mouth, nose, or eyes.
- in rare cases, contact with feces.

What are the symptoms of 2019 Novel Coronavirus?

People who have been diagnosed with 2019 Novel Coronavirus have reported symptoms that may appear in as few as two days or as long as 14 days after exposure to the virus:



Fever



Cough



Difficulty Breathing

Who is at risk for 2019 Novel Coronavirus?

Currently the risk to the general public is low. At this time, there are a small number of individual cases in the United States. To minimize the risk of spread, health officials are working with healthcare providers to promptly identify and evaluate any suspected cases.

Travelers to and from certain areas of the world may be at increased risk. See cdc.gov/travel for the latest travel guidance from the CDC.

How can I protect myself from getting 2019 Novel Coronavirus?

If you are traveling overseas (to China but also to other places) follow the CDC's guidance: cdc.gov/travel.

Right now, there are no additional precautions recommended for the general public. Steps you can take to prevent spread of flu and the common cold will also help prevent 2019 Novel Coronavirus:



Wash your hands often with soap and water. If not available, use hand sanitizer.



Avoid touching your eyes, nose or mouth with unwashed hands.



Cover your mouth and nose with a tissue when coughing.



Avoid contact with people who are sick.



Stay home if you are sick, and contact your healthcare provider.

How is 2019 Novel Coronavirus treated?

There are no medications specifically approved for coronavirus. People infected with 2019 Novel Coronavirus should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

2019 Novel Coronavirus Information Updates:

Centers for Disease Control and Prevention: cdc.gov/coronavirus

Michigan Department of Health and Human Services: michigan.gov/coronavirus

HOW TO PROTECT YOURSELF



Wash your hands often with soap and water. If not available, use hand sanitizer.



Avoid contact with people who are sick. Stay home as much as possible.



Cover your mouth and nose with a tissue or elbow when coughing and sneezing.



Clean and disinfect frequently touched surfaces every day.



Wear a cloth face covering when you have to be around other people. Avoid touching your face.



Keep 6 feet of space between yourself and other people you don't live with.

LEARN MORE

Important information from the State of Michigan

<https://www.michigan.gov/coronavirus>

What to do if you are sick

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

How to stop the spread of germs

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

WHAT YOU NEED TO KNOW ABOUT COVID-19

What is COVID-19?

COVID-19 is a virus that can cause severe illness. Anyone can get the virus. Older adults and people with chronic health conditions are more likely to get very sick from the virus.

How does it spread?

The virus spreads mainly through close contact with someone who is infected. Respiratory droplets, created when an infected person coughs, sneezes, or talks, land in the mouths or noses of people who are nearby. People who are infected, but not showing symptoms, may be able to infect others.

What are the symptoms?

Symptoms appear 2 to 14 days after you are exposed.

Common Symptoms:

- Fever
- Cough
- Shortness of breath

Additional Symptoms:

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Emergency warning signs:

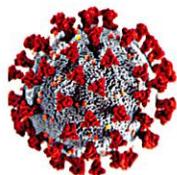
Trouble breathing
Constant pain or pressure in chest
Confusion or inability to wake up
Blue lips or face

If you develop these warning signs, call 911 for immediate medical help.

What should I do if I think I am sick?

If you develop symptoms, you should call your doctor. If you do not have a doctor, you should call an urgent care. Avoid contact with other people in your home so they do not get sick. There are no medications to treat COVID-19, but a doctor can help you feel better.

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



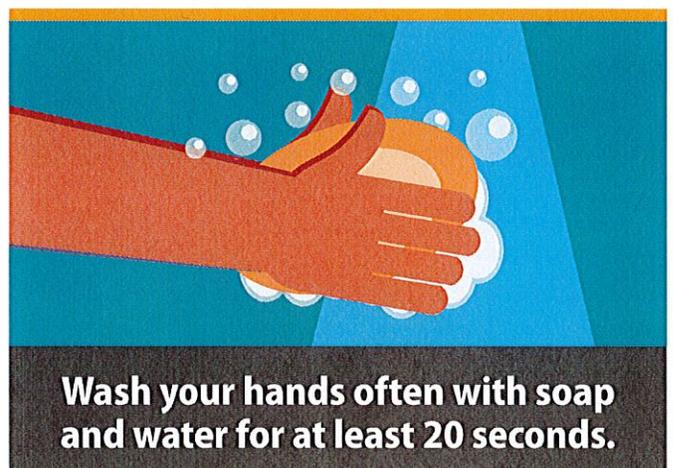
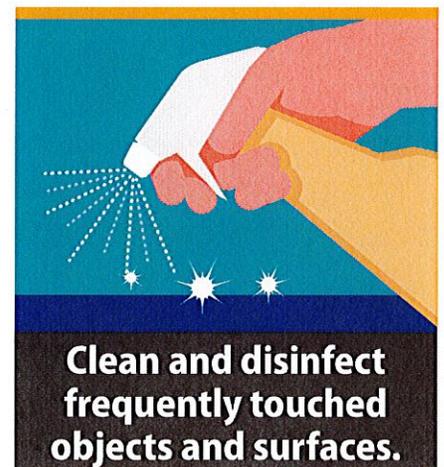
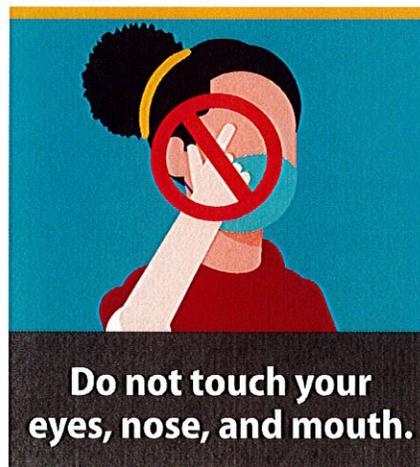
Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

APPENDIX F

OTHER RESOURCES

Occupational Safety and Health Administration website: www.osha.gov

Centers for Disease Control and Prevention website: www.cdc.gov

National Institute for Occupational Safety and Health website: www.cdc.gov/niosh

Governor Whitmer's Executive Order 2020-96:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456636/EO%202020-96%20Emerg%20order%20-%20MI%20Safe%20Start%20-%20re-issue.pdf

Governor Whitmer's Executive Order 2020-97:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456637/EO%202020-97%20Emerg%20order%20-%20Workplace%20safeguards%20-%20re-issue.pdf

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>

APPENDIX G

OSHA GUIDANCE FOR CLASSIFICATIONS

(See OSHA Guidance on Preparing Workplaces for COVID-19, pp 20-25)

Very High Exposure Risk:

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category include:

- Healthcare workers (*e.g.*, doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (*e.g.*, intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (*e.g.*, manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk:

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (*e.g.*, doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high*.)
- Medical transport workers (*e.g.*, ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (*e.g.*, for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk:

Medium exposure risk jobs include those that require frequent and/or close contact with (*i.e.*, within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (*e.g.*, schools, high-population density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution):

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (*i.e.*, within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers

For workers who do not have frequent contact with the general public, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls:

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls:

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment:

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.⁴

Jobs Classified as Medium Exposure Risk: What to Do to Protect Workers

In workplaces where workers have medium exposure risk, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

⁴ Michigan currently requires employers to require that employees wear face coverings when employees cannot consistently maintain six feet of separation from other individuals regardless of classification.

Administrative Controls:

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (*i.e.*, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until they are healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (*e.g.*, pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (*e.g.*, drive through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (*e.g.*, on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

In rare situations that would require workers in this risk category to use respirators, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, visit OSHA's COVID-19 webpage: www.osha.gov/covid-19

Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers.

In workplaces where workers have high or very high exposure risk, employers should follow the guidance in "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2" in OSHA's Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls:

- Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See “Guidelines for Environmental Infection Control in Healthcare Facilities” for more recommendations on air handling systems at: www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm
- CDC recommends that patients with known or suspected COVID-19 (*i.e.*, person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC postmortem guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html>. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: www.osha.gov/covid-19
- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) “Biosafety in Microbiological and Biomedical Laboratories” at: https://www.cdc.gov/labs/BMBL.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fbiosafety%2Fpublications%2Findex.htm

Administrative Controls

If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.

- Develop and implement policies that reduce exposure, such as cohorting (*i.e.*, grouping) COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
- Ensure that psychological and behavioral support is available to address employee stress.

Safe Work Practices

- Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

Personal Protective Equipment (PPE):

Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with [COVID-19], should wear respirators. In these instances, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, also visit OSHA's COVID-19 webpage:

www.osha.gov/covid-19

PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19.

NOTE: Workers who dispose of PPE and other infectious waste must also be trained and provided with appropriate PPE. The CDC webpage "Healthcare-associated Infections" (www.cdc.gov/hai) provides additional information on infection control in healthcare facilities.

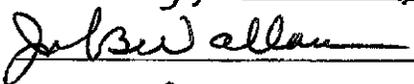
**CHEBOYGAN COUNTY
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

This is to certify that I have reviewed the Cheboygan County 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.
- 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 Cheboygan County website www.cheboygancounty.net and at each Cheboygan County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Cheboygan County
Signature: 
Name of Official: John B. Wallace
Title: Board Chairman
Date: 4-28-20