COUNTY OF MONROE

COVID-19
Preparedness and Response Plan

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Updated: May 27, 2020
Updated: June 2, 2020
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Introduction and Purpose

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, the County of Monroe 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. This plan is available on the County website and on the employee ADP Workforce Now home page.

Planning Considerations

The COVID-19 pandemic is a fluid, rapidly evolving public health event. Guidance is continually updated as the pandemic response evolves or as state or local orders related to COVID-19 are issued or amended. Additional considerations may be needed throughout this plan as COVID-19 outbreak conditions change and as new information is learned. This plan will be updated as needed to reflect these changes.

Throughout the development of the plan the County has considered how best to decrease the spread of COVID-19 and lower the impact across county courts/departments. This includes identifying and conducting mitigation activities to:

- prevent and reduce transmission among employees,
- maintain healthy operations to best serve our community, and
- maintain a healthy work environment.

The County recognizes that the risk of exposure to the virus that causes COVID-19 during an outbreak varies from employee classifications. OSHA has developed the following Occupational Risk Pyramid for COVID-19:

<table>
<thead>
<tr>
<th>Risk</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very High</td>
<td>Health care and morgue workers performing aerosol-generating procedures on or</td>
</tr>
<tr>
<td></td>
<td>collecting/handling specimens from potentially infectious patients or bodies</td>
</tr>
<tr>
<td></td>
<td>of individuals known to have, or suspected of having, COVID-19 at the time of</td>
</tr>
<tr>
<td></td>
<td>death.</td>
</tr>
<tr>
<td>High</td>
<td>Health care delivery and support, medical transport, and mortuary workers</td>
</tr>
<tr>
<td></td>
<td>exposed to confirmed or suspected COVID-19 patients or bodies of individuals</td>
</tr>
<tr>
<td></td>
<td>known to have, or suspected of having, COVID-19 at the time of death.</td>
</tr>
<tr>
<td>Medium</td>
<td>Individuals who may have contact with the general public, including anyone</td>
</tr>
<tr>
<td></td>
<td>employed in schools, high-population/density work environments and some</td>
</tr>
<tr>
<td></td>
<td>high-volume retail settings. This category also includes workers returning</td>
</tr>
<tr>
<td></td>
<td>from locations with widespread COVID-19 transmission.</td>
</tr>
<tr>
<td>Low Risk</td>
<td>Individuals who have minimal occupational contact with the public and other</td>
</tr>
<tr>
<td>(Caution)</td>
<td>co-workers.</td>
</tr>
</tbody>
</table>

Occupational Safety and Health Administration
Most County employees reflect the majority of workers in the United States and are classified in the two lowest risk categories. The risk classifications are considered when determining appropriate precautions, procedures, protocols and policies to implement workplace controls.

**Workplace Controls**

At this time, there is no identified treatment or vaccine for COVID-19. Currently, the use of non-pharmaceutical interventions (ex., social distancing) are one of the only tools public health practitioners have to reduce the amount of morbidity and mortality. As businesses, recreational activities, or social events begin to resume activity during the COVID-19 pandemic, it’s critical for our county courts/departments to have guidance and recommendations on how to do so as safely as possible.

Using the modified hierarchy of controls, COVID-19 mitigation measures can be used to control and prevent the spread of COVID-19 in our work environments as follows:

<table>
<thead>
<tr>
<th>A. Safe Work Practices</th>
<th>Safe work practices provide procedures and resources that promote enhanced hygiene and social distancing to reduce the duration, frequency or intensity of exposure to a hazard.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Engineering/Facilities and Equipment</td>
<td>Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.</td>
</tr>
<tr>
<td>C. Administrative Controls</td>
<td>Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.</td>
</tr>
<tr>
<td>D. Personal Protective Equipment (PPE)</td>
<td>PPE is protective items worn to help prevent against exposures. The types of PPE worn may vary based on the task. Examples of PPE include: face masks, gloves, goggles, and face shields as appropriate for the activity being performed by the employee.</td>
</tr>
</tbody>
</table>

These controls are further defined below as a reference for county courts/departments as they prepare to implement changes and return to the “new normal”.

Regardless of a court/departments specific considerations, there are general measures that can be taken to mitigate the risk of infection to protect individuals:

- Use of face coverings (e.g., masks, face shields).
- Incorporating engineering controls such as physical barriers where possible.
- Reconfiguring space to enable people to be located apart (ideally, at least 6 feet).
- Promoting remote work when feasible.
- Supporting and enabling employees to remain at home if they are unwell or have been in close contact with someone who is sick with COVID-19 related symptoms.
A. Safe Work Practices

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 and/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.

Social Distancing:

Employee Interaction:

Each manager will need to establish policies for social distancing in the workplace. Identify areas in your facility and/or department where employees and the public may be in close contact with one another. Ensure the following signage has been placed in public and work spaces promoting social distancing, attached Appendix A.

- Social Distancing Facility Poster
- Social Distancing Workplace Poster
- Face Mask Required Poster (place in appropriate areas)
- Wash Your Hands Poster (place on mirrors in restrooms)

Each court/department is encouraged to find what works best for them to manage staff and operations utilizing the following guidelines:

- Departments/Office Implement Social Distancing Measures:
  - Stagger work schedules (if possible).
  - Work remotely when feasible.
  - Assign a dedicated entry point(s) for all employees if not already in place.
  - Direct employees to work in a way so as to reasonably avoid coming within 6 feet of each other.
  - Prohibit handshakes.
  - Where possible, avoid sharing offices, desks and telephones. If required, after each shift, clean shared items before other or the next shift reports to work.
  - If job duties regularly require employees to be within 6 feet of each other or members of the public, employees shall wear masks and/or other PPE provided to them, including a face shield if needed.

- Decrease Social Contacts in the Workplace
  - Limit in-person meetings: Encourage conference calls, zoom meetings.
  - Limit number of employees permitted in break rooms or lunch rooms.
  - Limit large gatherings.
  - Limit non-essential work travel.
Public Interaction:

- Utilize spacing tools for public counters such as placing signage or tape on the floor to keep people adequately spaced.
- Install physical barriers, such as clear plastic safety shields as additional protection if needed.
- Reconfigure floor space to increase physical space between people (e.g. reduce the amount of chairs in the waiting areas, strategically place tables apart from, etc.).
- Identify alternate methods to provide services to the public when feasible. Determine which options best apply to your department:
  - Deliver products/services through curbside pick-up or mail delivery to prevent patrons from entering your facility. Including options alternative payments (e.g., online, over the phone, drop box, etc.).
  - Deliver services remotely (e.g. phone, video, or web).
  - Provide services by appointment only to control how many people enter.
- Use videoconferencing or teleconferencing when possible for in-person site visits or meetings with the public.

B. Engineering/Facilities and Equipment

Each manager shall evaluate their work location to determine where improvements could be made to allow for barriers to be created or installed to maintain social distancing. Establish practices for maintaining environmental strategies in the workplace utilizing the following guidelines:

Enhanced Cleaning and Disinfecting:

Increased cleaning and disinfecting of surfaces, equipment, vehicles and other elements of the work environment will be performed regularly using products containing EPA-approved disinfectants.

Custodial staff and/or employees shall clean high touch surface routinely. High touch surfaces include: tables, doorknobs, light switches, countertops, handles desks, phones, keyboards, toilets, faucets, sinks, etc. Each facility/department to develop routine schedule. Employees will be provided with access to cleaning supplies so that any commonly used surfaces can be wiped down before each use.

How to Clean and Disinfect:

- Frequently touched surfaces shall be cleaned with soap and water.
- Then disinfected with spray or wipes. EPA-registered household disinfectant
- Employee and custodial staff to follow: CDC Guidelines to Cleaning and Disinfecting Facilities
<table>
<thead>
<tr>
<th>Level</th>
<th>Notification</th>
<th>Actions</th>
<th>Timing</th>
</tr>
</thead>
</table>
| No Risk: No Identifiable Exposure         | None         | • Normal daily cleaning; including increased cleaning on high touch surfaces.  
  • Increased individual workstation cleaning. | Employees 
  & custodial staff Daily |
| Low Risk: Secondary Exposure (Employee was exposed to someone who was exposed to someone with COVID-19) | Manager HR   | • Disinfect all work areas that the employee may have touched.  
  • Disinfect all high touched areas employee may have touched. | Employees 
  & custodial staff Immediate |
| Medium Risk: Direct Exposure (Employee was exposed to someone with a confirmed diagnosis of COVID-19) | Manager HR 
  Public Health | • Close off area(s) where employee has been working.  
  • Disinfect all work areas that the employee may have touched.  
  • Disinfect all high touched areas employee may have touched. | Custodial staff 
  and/or 3rd party Immediate |
| High Risk: Confirmed Employee (Confirmation that employee has been diagnosed with COVID-19) | Manager HR 
  Public Health | • Close off area(s) where employee has been working for 24 hours. If feasible, before disinfecting.  
  • Disinfect all work areas that the employee may have touched.  
  • Disinfect all high touched areas employee may have touched. | Custodial staff 
  and/or 3rd party Delayed 24 Hours |

Proper PPE to worn and disposed properly when cleaning and disinfecting the workplace.

**Tools and Equipment:**

The sharing of tools and equipment amount employees shall be limited; should any sharing of tools be required, frequent and thorough cleaning of the tool or equipment shall be performed. Disinfectant wipes and other disinfecting products will be provided for this purpose. When feasible, prevent employees from driving together in the same vehicle. If work vehicles are shared by multiple people, assign each staff member to the same vehicle for tracking purposes in case you need to notify other staff of a possible exposure. Frequent and thorough cleaning of the tool or equipment shall be performed.

**Building/Workspace Adjustments:**

- Ensure proper signage has been placed where it will be seen notifying visitors that face covering must be worn and that visitors will be screened prior to entering the building.
- Post other signage when necessary providing additional information such as drop box, contact information, scheduling if altered, etc.
- Place hand sanitizers in common employee and public areas.
• Remove all magazines, books, newspapers or other unnecessary papers from public areas.
• Utilize spacing tools for public entrances and counters, such as placing signage or tape on the floor to keep people adequately spaced.
• Install physical barriers, such as clear plastic safety shields as additional protection if needed between employees and/or the public.
• Reconfigure floor space to increase physical space between people (e.g. reduce the amount of chairs in the waiting areas, strategically place tables apart, etc.).
• Increase the percentage of outdoor air that circulates into the facility.
• Identify bathrooms for public use and bathrooms for employee use.
• Turn off public water fountains.

Controls for Interacting with Visitors:

• Any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.
• Signs must be posted at entrance to all buildings instructing all visitors not to enter if they are sick or have recently been sick. Appendix A, Public Notice to Visitors.
• If a visitor presents with symptoms of COVID-19 do not allow them into the building, and provide visitor handout regarding what to do if you might have COVID-19, Appendix A, What to do if you are sick fact sheet.
• Follow public interaction guidelines under Social Distancing in the above section.

C. Administrative Controls

Each court/department is unique in how they operate and will have unique policies and procedures in place for their area. Each manager needs to reduce or minimize exposure during the pandemic. Identify how you may need to shift and adapt current practices to allow for changing state and local requirements, laws, and orders using the following guidelines:

Workplace Communications and Training:

• Communicate regularly with employees and the public regarding the status of your operations as well as any changes to policies, procedures or new requirements.
• Identify a workplace coordinator to be responsible for COVID-19 related issues and the impact at the workplace. This coordinator should be in communication with human resources director and public health officer.
• Educate and training employees about the importance of taking healthy precautions to protect themselves and others from the spread of germs. Review the Monroe County COVID-19 Preparedness and Response plan with all employees. Appendix A provides links to videos, handouts and posters to help further train employees. Managers must provide training and resources covering the following:
  o Workplace infection-control practices.
  o Proper use of personal protective equipment.
  o Steps employees must take to notify the county of any symptoms or suspected or confirmed diagnosis of COVID-19.
  o How to report unsafe conditions
• Educate employees about the importance of staying home while sick with any illness. Communicate to employees that they will not be allowed in the facility if they are sick.
• All employees whose job duties reasonably allow to them telework, will work remotely.
• Review all training material with employee. Employee and Supervisor must sign training log and HR provided a copy, Appendix B.

Health Monitoring:

Employees must self-monitor and track their own health by keeping a daily log of symptoms and temperature so they can identify any changes in their health in a timely manner. Instruct employees to monitor and record their health prior to coming to work and if they are symptomatic to stay home and seek medical care if needed. Employees shall be trained on the self-monitoring protocol and sign the Employee/Volunteer Self-Monitoring Protocol and Agreement Form. Agreements shall be sent to HR for recordkeeping, Appendix C.

If an employee develops any signs or symptoms of COVID-19 during the work shift, he or she must promptly report to their supervisor and the Human Resources Director.

Employees with Suspected COVID-19 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:
  o Shortness of breath; and/or
  o Continuous cough.

Or

• They are experiencing at least two of the following symptoms:
  o Fever (100.4° or above);
  o Chills;
  o Repeated shaking with chills
  o Muscle pain
  o Headache
  o Sore throat; and/or
  o New loss of taste or smell

• They have been exposed to a COVID-19 positive person, meaning:
  o An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
  o In the last 14 days, the employee came in close contact(being within approximately six (6) feet for a prolonged period of time without PPE) 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:

• Stay home and separate self from others;
• Immediately notify supervisor, Human Resources and public health;
• Self-quarantine for 14 days (or until released by public health and/or a medical professional); and
• Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then 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 utilizing cleaning and disinfecting protocols outlined above.

**Employees with 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 believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

• Immediately notify supervisor and Human Resources 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 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 utilizing cleaning and disinfecting protocols outlined above;
• Communicate with employees about the presence of a confirmed case and the cleaning/disinfecting plans and when the workplace will reopen.

**Sick Leave:**

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Monroe County’s applicable benefit policies and directive issued under the COVID-19 emergency. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

**Managing Employees’ Anxiety about Returning to the Workplace:**

Employees may have anxiety about returning to the workplace and/or working with the public. Below are tips to for adjusting back into the workplace:
Do everything you can to protect yourself from getting sick. Taking the following steps may help you feel more in control, while also helping to prevent the spread of infection:

- Wash your hands frequently with warm, soapy water for at least 20 seconds. Our facilities have ample locations to wash your hands throughout the workday.
- Wear a face mask or coverings (if you don’t have one ask a supervisor for one).
- Avoid touching your face, eyes and mouth.
- Stay 6 feet away from others when possible.
- Clean frequently touched surfaces. Custodial staff is also conducting increased cleaning and disinfecting.
- Stay home when you are sick or not feeling well. Utilize your employer provided leave time unless you qualify for leave time under the Family First Coronavirus Response Act.

Use resources available to help you cope with the changes and emotions.

- EAP Provider: Lighthouse Telehealth offers telephonic and video appointments for all EAP Services. Employees can call 419-457-5338 for assistance.
- BCBS: Employees covered under the County’s health care plans can access no-cost Telehealth Services and Behavioral Health Providers until June 30, 2020.

Make sure you are getting a good night’s sleep. While this may seem simple, getting enough sleep can make an incredible difference in our mood and amount of anxiety we have during the day.

Remember it is okay and normal to feel anxious. There is nothing wrong with feeling anxious about change and uncertainty and there are others with these feelings.

D. Personal Protective Equipment (PPE)

While engineering, administrative controls and safe work practices are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies, such as practicing good hygiene, maintaining social/physical distance of 6 feet and staying home when you are sick.

The County will make available PPE such as face masks, gloves, goggles, and face shields as appropriate for the activity being performed by the employee. Any employee able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in an enclosed public space.

There are many types of masks and face coverings. For this pandemic, medical masks (N95 particulate filtering respirators, surgical masks, etc.) should only be worn by healthcare personnel and first responders.
Employees will be required to wear masks in any enclosed public space and if job duties regularly require employees to be within 6 feet of each other or members of the public when other physical barriers are not available or present.

Non-medical grade washable cloth masks are available in the Human Resources Department. Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing.

All employees and worksite visitors, including the public and anyone entering the building must follow face covering etiquette:

- Worn when in public spaces including building entrance, hallways, elevators and public restrooms
- Worn in shared spaces, including during in-person meetings if employees and/or visitors cannot consistently maintain six feet of separation from other individuals.

### Business Continuity Plans

Each Court and each separate county facility where on-site operations continue will designate a COVID-19 Workplace Coordinator. 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) maintain records of employee training, self-monitoring agreements and employees identified with confirmed COVID-19 cases,(3) identify alternate supply chains for critical goods and services in the event of disruption; and (4) develop an emergency communication plan to communicate important messages to employees and constituents.
# APPENDIX A

## Training Resources and Quick Links

### Posters/Signs

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Notice for Visitors</strong></td>
<td>Post at entrance(s) of facilities. Visitors not to enter if they are sick or have been sick in the last 24 hours. Signs to be updated with each facilities information.</td>
</tr>
<tr>
<td><strong>Facility Social Distance</strong></td>
<td>Post in public areas of the building.</td>
</tr>
<tr>
<td><strong>Workplace Social Distance</strong></td>
<td>Post in employee workplace areas.</td>
</tr>
<tr>
<td><strong>Face Covering Requirement</strong></td>
<td>Post in enclosed public spaces and/or where social distancing cannot be maintained.</td>
</tr>
<tr>
<td><strong>Wash Your Hands</strong></td>
<td>Post in employee and public restrooms.</td>
</tr>
</tbody>
</table>
## Handouts

<table>
<thead>
<tr>
<th><strong>Title</strong> (click picture to download)</th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms of Coronavirus</td>
<td>Know the symptoms of COVID-19, which can include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.</td>
</tr>
<tr>
<td>What you should know about COVID-19 to protect yourself and others</td>
<td>Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. Learn ways you can protect yourself and others from COVID-19.</td>
</tr>
<tr>
<td>What to do if you are sick</td>
<td>If you are sick with coronavirus disease 2019, or suspected of being infected with it, follow the steps in this fact sheet to help prevent spreading it to people in your home.</td>
</tr>
<tr>
<td>Important information about your cloth face coverings</td>
<td>Learn general recommendations for the use of face cloth coverings and how face cloth coverings are different from other mask types.</td>
</tr>
</tbody>
</table>
**Videos**

<table>
<thead>
<tr>
<th>Title (click picture to download)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to wash your hands</td>
<td>Hand-washing steps using the WHO technique</td>
</tr>
<tr>
<td>Wearing a mask for COVID-19</td>
<td>Doctor explains what you need to know about wearing a mask for COVID-19</td>
</tr>
</tbody>
</table>

**Quick Links**

<table>
<thead>
<tr>
<th>Title</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Executive Orders</td>
<td><a href="https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---00.html">https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---00.html</a></td>
</tr>
<tr>
<td>Michigan Coronavirus</td>
<td><a href="https://www.michigan.gov/coronavirus/">https://www.michigan.gov/coronavirus/</a></td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td><a href="https://harbor.org/services/employee-assistance-program">https://harbor.org/services/employee-assistance-program</a></td>
</tr>
<tr>
<td>Blue Cross Blue Shield Telehealth</td>
<td><a href="https://www.bcbsm.com/content/dam/microsites/som/24-7-online-health-care.pdf">https://www.bcbsm.com/content/dam/microsites/som/24-7-online-health-care.pdf</a></td>
</tr>
<tr>
<td>Monroe County Public Health</td>
<td><a href="https://www.co.monroe.mi.us/officials_and_departments/departments/health_department/index.php">https://www.co.monroe.mi.us/officials_and_departments/departments/health_department/index.php</a></td>
</tr>
</tbody>
</table>
APPENDIX B
Employee COVID-19 Training

Executive Order 2020-97, Safeguards to protect Michigan’s workers form COVID-19, requires training to employees that covers:

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.

The following training has been conducted to meet the requirement above:

<table>
<thead>
<tr>
<th>Training Provided</th>
<th>Date Provided</th>
<th>Employee Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Review of the Monroe County Preparedness and Response Plan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee Name: ________________________   Court/Department: ________________________

Employee Signature: ________________________   Date: ________________________

Supervisor Signature: ________________________   Date: ________________________
Employees must self-monitor and track their own health by keeping a daily log of symptoms and temperature so they can identify any changes in their health in a timely manner. It is important to check your health each day during outbreak. Each day prior to reporting to work follow the steps below and use the log provided to record your health.

### Do you have the symptoms of Covid-19?
- Atypical cough; and/or
- Atypical shortness of breath or
- At least two of the following symptoms: fever (100.4°F or above), chills muscle pain, sore throat, and new or loss of smell or taste

#### Yes, I have Symptoms
- Stay Home
- Separate yourself from others
- Immediately notify your supervisor, HR and public health
- Seek immediate medical care or advice
- Self-quarantine for 14 days (or until released by public health and/or a medical professional)

#### No Symptoms
- Report to work using safe work practices.
**Employee Self-Monitoring**  
**Symptom and Temperature Log**

Month:_________________  
Employee: ____________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Symptoms</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___No Symptoms ___ Atypical Cough ___ Atypical Shortness of breath ___ Muscle Pain ___ Sore Throat ___ Chills/Repeated Shaking ___ Headache ___ New or loss of taste or smell</td>
<td>Fever? 100.4° or above</td>
</tr>
<tr>
<td></td>
<td>___No Symptoms ___ Atypical Cough ___ Atypical Shortness of breath ___ Muscle Pain ___ Sore Throat ___ Chills/Repeated Shaking ___ Headache ___ New or loss of taste or smell</td>
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<td>___No Symptoms ___ Atypical Cough ___ Atypical Shortness of breath ___ Muscle Pain ___ Sore Throat ___ Chills/Repeated Shaking ___ Headache ___ New or loss of taste or smell</td>
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<td></td>
<td>___No Symptoms ___ Atypical Cough ___ Atypical Shortness of breath ___ Muscle Pain ___ Sore Throat ___ Chills/Repeated Shaking ___ Headache ___ New or loss of taste or smell</td>
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Monroe County COVID-19 Preparedness and Response Plan

Implemented April 14, 2020 * Updated April 27, 2020 * Updated May 27, 2020
MONROE COUNTY
Employee/Volunteer Self-Monitoring Protocol and Agreement
For Coronavirus 19 (COVID-19)

Due to the Coronavirus 19 (COVID-19) outbreak, the County Of Monroe has adopted a COVID-19 Preparedness and Response Plan which includes procedures to prevent workers from entering county facilities if they display symptoms of COVID-19 or have had contact with a person who is known or suspected to have COVID-19.

All Monroe County employees and volunteers who report to work are required to self-monitor on a daily basis.

Employees will be considered to have a Suspected Case of COVID-19 if they are experiencing any of the following COVID-19 symptoms including:

- Atypical cough; and/or
- Atypical shortness of breath

Or
- At least two of the following symptoms: fever (100.4° or above), chills, muscle pain, sore throat, and new loss of smell or taste.

Or
- 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;
  - In the last 14 days, the employee came in close contact (within approximately six (6) feet for a prolonged period of time) with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she shall not report to work and must:

- Stay Home
- Separate yourself from others
- Immediately notify your supervisor, HR and public health
- Seek immediate medical care or advice
- Self-quarantine for 14 days (or until released by public health and/or a medical professional)

I have read and understand the Monroe County Employee/Volunteer Self-Monitoring Protocol above and agree to monitor my symptoms daily before reporting to work. By reporting to work, I certify that I have no COVID-19 symptoms and do not qualify as a suspected case.

_____________________________________________ ______________________
Signature Date

Employee Name: ________________________ Court/Department:______________________
APPENDIX D

Employee Return to Work Plan

Consistent with Executive Order 2020-36, employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.
APPENDIX E
Certification by Responsible County Official

MONROE COUNTY, MICHIGAN

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible County Official

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


3. The plan is available on the County of Monroe, Michigan website www.co.monroe.mi.us and at each County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Monroe County, Michigan

Signature: __________________________

Name of Official: Michael Bosanac

Title: Administrator/Chief Financial Officer

Date: June 2, 2020