



## **ST. JOSEPH COUNTY COVID-19 Preparedness and Response Plan<sup>1</sup>**

**Revised May 28, 2021**

*This Plan is subject to change.*

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<sup>1</sup> A copy of this plan must be available at each County facility.

# COVID-19 Preparedness and Response Plan

## Table of Contents

1. INTRODUCTION .....	3
2. PROTECTIVE SAFETY MEASURES .....	3
<i>Sick Leave</i> .....	3
<i>Employee Screening Before Entering the Workplace</i> .....	4
<i>Personal Protective Equipment</i> .....	4
<i>Enhanced Social Distancing</i> .....	4
<i>Enhanced Hygiene</i> .....	4
<i>Enhanced Cleaning and Disinfecting</i> .....	4
<i>Visitors while County Buildings are Closed to the Public</i> .....	4
<i>Courts</i> .....	5
<i>Notification and Signage</i> .....	5
3. EMPLOYEES WITH SUSPECTED OR CONFIRMED CASES OF COVID-19 .....	6

### Appendices

A: CRITICAL INFRASTRUCTURE WORKERS .....	7
B. EMPLOYEE ENTRY SCREENING QUESTIONNAIRE .....	10
C. VISITOR COVID-19 SCREENING QUESTIONNAIRE .....	11
D. OTHER RESOURCES .....	12
E. CERTIFICATION BY RESPONSIBLE PUBLIC OFFICIAL .....	13

## **1. INTRODUCTION**

In order to respond to the novel coronavirus (“COVID-19”) pandemic and to comply with relevant state orders and rules related to COVID-19, St. Joseph County has prepared this COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state orders and rules related to COVID-19 are issued or amended.

In accordance with the state orders and rules, St. Joseph County is taking the following steps to limit the spread of COVID-19:

1. *Developing this COVID-19 preparedness and response plan, consistent with recommendations in the Occupational Health and Safety Administration’s Guidance on Preparing Workplaces for COVID-19*
2. *Designating one or more on site COVID-19 safety coordinators to implement, monitor and report on COVID-19 control strategies*
- 3.
4. *Keeping on-premises workers and patrons who are not fully vaccinated at least six feet from one another to the maximum extent possible*
5. *Requiring masks to be worn by workers who are not fully vaccinated when they cannot consistently maintain six feet of separation.*
6. *Requiring masks to be worn by workers who are not fully vaccinated whenever they are in shared spaces, such as restrooms, hallways and in-person meetings, where multiple individuals are present and 6 feet of distancing cannot be maintained between those individuals and others within the space*
7. *Increasing facility cleaning and disinfection, and adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace*
8. *Adopting policies to prevent workers from entering the premises if they display the principal symptoms of COVID-19, have been diagnosed with COVID-19, or have had close contact with a person with a confirmed COVID-19 diagnosis*
9. *Placing posters throughout County facilities reminding everyone to stay away when sick, cough and sneeze etiquette, and proper hand hygiene practices*
10. *Training employees on SARS-CoV-2 and COVID-19, which training shall cover: (a) workplace infection-control practices, (b) information on vaccinations available for COVID-19, (c) proper use of PPE, (d) steps the employee must take to notify the County of any symptom of COVID-19 or a suspected or confirmed diagnosis, and (e) how to report unsafe working conditions*
11. *If an employee or visitor has a known case of COVID-19, notifying any co-workers, contractors or suppliers who may have come into close contact with that person within 2 days before the person tested positive*
12. *Any other social distancing practices and mitigation measures recommended by the CDC (Centers for Disease Control)*

## **2. PROTECTIVE SAFETY MEASURES**

### ***Sick Leave***

Employees are permitted to take paid leave consistent with St. Joseph County’s sick leave policy. Any employee

who reports that they have, or appears to have, the principal symptoms of COVID-19, or who has been in “close contact” with someone with the principal symptoms of the virus or who has tested positive will be separated from other employees and sent home. “Close contact” is defined as being within 6 feet of another person for a cumulative period of 15 minutes or more over 24 hours. Employees who are fully vaccinated and who show no symptoms of COVID-19 are not required to stay home even if they have been in close contact with someone who has COVID-19.

#### ***Employee & Contractor Screening Before Entering the Workplace***

An Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees and contractors before being permitted to enter the workplace – this may be provided as an online form or in hard copy, as available. If an employee fails the screening process, he or she will be prevented from entering the premises until allowed to return to work in accordance with the state orders and rules.

#### ***Face Coverings***

St. Joseph County shall provide and make available face masks to all employees who are not fully vaccinated. All employees who are not fully vaccinated and who are able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when they cannot consistently maintain 6 feet of distance from another person or whenever in shared spaces, such as restrooms, hallways and in-person meetings, where multiple individuals are present and 6 feet of distancing cannot be maintained between individuals within the space.

#### ***Enhanced Social Distancing***

Employees who are not fully vaccinated must work in such a way so as to reasonably avoid coming within six feet of other individuals.

#### ***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.

#### ***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. The frequency with which cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be dependent upon the number of people working in a given space and determined by St. Joseph County Building & Grounds and the Department Head, using CDC guidance. 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 7 days tests positive for COVID-19, CDC guidance on cleaning and disinfecting should be followed, dependent upon the type of surface being cleaned or disinfected, and the length of time since the employee was present in the space.<sup>2</sup>

#### ***Visitors***

All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building (see Appendix D). If a visitor presents with symptoms of

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<sup>2</sup> CDC Guidance on cleaning and disinfecting may be found here, and is updated regularly to incorporate appropriate changes: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

COVID-19 or answers yes to any of the screening questions do not allow them into the building, but provide visitor handout regarding what to do if you might have COVID-19.

St. Joseph County requires that any visitor who is not fully vaccinated and who is 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.

### ***Courts***

St. Joseph County courts shall follow this Plan, unless guidance or Administrative Orders conflict with the Plan, in which case official Michigan Supreme Court correspondence will prevail. Specific guidance on reopening of courts from the Michigan Supreme Court and the State Court Administrative Office phases in the types of cases being heard and what types of allowances are available.<sup>3</sup>

### ***Notification and Signage***

St. Joseph County will use signage available and other employer resources to ensure appropriate notification and education on handwashing, entrance control, and cleaning/disinfecting is provided.

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<sup>3</sup> Return to Full Capacity: COVID-19 Guidelines for Michigan's Judiciary  
<https://courts.michigan.gov/News-Events/Documents/ReturntoFullCapacityGuide.pdf>

### **3. EMPLOYEES WITH SUSPECTED OR CONFIRMED CASES OF COVID-19**

#### ***Suspected Cases***

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

1. They are experiencing any of the following COVID-19 symptoms not explained by a known medical or physical condition:
  - Fever;
  - Shortness of breath; and/or
  - Uncontrolled cough.

OR

- They are experiencing at least two of the following symptoms not explained by a known medical or physical condition:

- Abdominal Pain
- Diarrhea
- Muscle aches
- Severe Headache
- Sore throat
- Loss of taste or smell; and/or
- Vomiting

2. They have had “close contact” with a person displaying the principal symptoms of COVID-19 or who tested positive for COVID-19, meaning:
  - the employee was within 6 feet of the person for a cumulative total of 15 minutes or more over a 24 hour period in the last 2 days before the person started displaying the symptoms or, if the person was asymptomatic, within 2 days before the person had a swab that led to a positive test result.

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 the appropriate period of time (described further below); and
- Seek immediate medical care or advice.

An employee who displays the symptoms of COVID-19 as listed above (or who is asymptomatic and tests positive) will be required to quarantine for 10 days from when the symptoms first appeared or – if asymptomatic positive – for 10 days from when the swab was taken that led to the positive result. They may return to work after 10 days as long as they have also been fever free without fever reducing medication for at least 24 hours and other symptoms have improved.

An employee who has had close contact with another person who displays the symptoms of COVID-19 or who tested positive will be required to quarantine for 14 days from the last date of close contact with the person unless the person with whom the employee had close contact receives a medical determination that they did not have COVID-19 at the time of the close contact. This rule does not apply to first responders, including law enforcement, or workers at correctional facilities. It also does not apply to employees who are fully vaccinated who remain asymptomatic. In addition, employees who qualify as Critical Infrastructure Workers (CIW) may be allowed to continue to work despite close contact in limited circumstances in the County’s sole discretion as long as all of the follow apply:

- The employee has an essential job function in the critical sector.
- The employee must be necessary for the continuity of operations (i.e., without the employee, the operation would stop or be significantly impeded; the task could not be delayed or covered by other employees temporarily).
- The employer must measure the employee's temperature and assess symptoms prior to them starting work each day.
- The employee must self-monitor for symptoms during the day.
- If the employee becomes sick during the day or tests positive, the employee must be sent home immediately.
- The employee must wear a face mask (rather than a cloth face covering) at all times (not just within six feet of coworkers).
- The employee must maintain six feet and practice social distancing as work duties permit.

### ***Confirmed Cases***

If an employee tests positive for COVID-19, St. Joseph County will:

- Notify all employees, visitors and others who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in a County facility in the 2 days before illness onset (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; and
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed.

### **Business Continuity Plans**

Each department and/or County facility will identify one or more COVID-19 Workplace Safety Coordinators. The COVID-19 Workplace Safety Coordinators will implement, monitor and report on the County's COVID-19 control strategies.

## APPENDIX A

### CRITICAL INFRASTRUCTURE WORKERS

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

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and critical functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of this plan, critical infrastructure workers also include:

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

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

**APPENDIX B**

**EMPLOYEE ENTRY SCREENING QUESTIONNAIRE**

1. Since you last worked in person, have you experienced one or more of the following symptoms not explained by a known medical or physical condition:

\_\_\_\_\_ Fever of 100.4 degrees F, or above

\_\_\_\_\_ Uncontrolled cough

\_\_\_\_\_ Shortness of breath

**Or at least two of the following not explained by a known medical or physical condition:**

\_\_\_\_\_ Abdominal Pain

\_\_\_\_\_ Diarrhea

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Muscle Aches

\_\_\_\_\_ Sore Throat

\_\_\_\_\_ Severe Headache

\_\_\_\_\_ 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.

Unless otherwise instructed by the County, you must isolate at home for a minimum of 10 days since symptoms first appear. You may return to work after 10 days as long as you are also 24 hours fever free without fever reducing medication and other symptoms have improved.

2. Since you last worked in person have you:

\_\_\_\_\_ Had close contact (within six (6) feet for 15 minutes or more in total over a 24 hour period) with someone with the symptoms of COVID-19 or a diagnosis of COVID-19?

If you answer “yes” to this question 2 you are not permitted access to the premises unless you are fully vaccinated and have no symptoms. Otherwise, unless instructed by the County, you must self-quarantine at home for 14 days from the last date of close contact with the person unless the person receives a medical determination that they did not have COVID-19 at the time of the close contact.

If you answer “no” to all of the above, please check and sign below and proceed to enter the workplace premises:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX C**

**VISITOR COVID-19 SCREENING QUESTIONNAIRE**

Court/Office Visiting: \_\_\_\_\_

Visitors Name: \_\_\_\_\_ Appointment Date: \_\_\_\_\_ Time In: \_\_\_\_\_

In the past 24 hours, have you experienced any of the following symptoms not explained by a known medical or physical condition::

\_\_\_\_\_ Fever of 100.4 degrees F, or above

\_\_\_\_\_ Uncontrolled cough

\_\_\_\_\_ Shortness of breath

Or at least two of the following not explained by a known medical or physical condition:

\_\_\_\_\_ Abdominal Pain

\_\_\_\_\_ Diarrhea

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Muscle Aches

\_\_\_\_\_ Sore Throat

\_\_\_\_\_ Severe Headache

\_\_\_\_\_ Loss of Taste or Smell

If visitor answered “yes”, visitor is not permitted access to the premises.

Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days have you:

\_\_\_\_\_ Had close contact (within six (6) feet for 15 minutes or more in total over a 24 hour period) with someone with a the symptoms of COVID-19 or diagnosis of COVID-19?

If visitor answered “yes”, visitor is not permitted access to the premises unless visitor is fully vaccinated and not showing symptoms of COVID-19.

**Security Officer or Employee:**

Contacted Court/Office and informed them the visitor was not allowed into the building.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Spoke to: \_\_\_\_\_

**OTHER RESOURCES**  
**Appendix D**

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>

**APPENDIX E**

**ST. JOSEPH COUNTY**

**COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**Certification by Responsible Public Official**

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

- 1.) It complies with Michigan orders and rules.
- 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 St. Joseph County website ([www.stjosephcountymi.org](http://www.stjosephcountymi.org)) and at each St. Joseph County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: St. Joseph County  
Signature: Teresa Doehring  
Name of Official: Teresa Doehring  
Title: County Administrator  
Date: 5-28-2021