



**LAKE COUNTY
MICHIGAN**

Lake County COVID-19 Preparedness and Response Plan

**Tobi G. Lake, County Administrator
COVID-19 Workplace Coordinator**

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COVID-19 Preparedness and Response Plan

INTRODUCTION

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant federal orders related to COVID-19, Lake 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, or federal guidance, related to COVID-19 are issued or amended.

I. GENERAL OVERVIEW

The following COVID-19 Preparedness & Response Plan has been established for Lake County in accordance with MIOSHA Emergency Rules for Coronavirus Disease 2019 (COVID-19), the current guidance for COVID-19 from the US Centers for Disease Control and Prevention (CDC) and also in accordance with “Guidance on Preparing Workplaces for COVID-19,” developed by the Occupational Health and Safety Administration (OSHA) as well as Public Act No. 238 of 2020.

The CDC’s Interim Public Health Recommendations for Fully Vaccinated People explain that under most circumstances, fully vaccinated people need not take all the precautions that unvaccinated people should take. However, in areas with substantial and high transmission, the CDC recommends that everyone (including fully vaccinated individuals) wear a mask in public indoor settings, especially in areas with cases of the Delta variant present. People are considered fully vaccinated for COVID-19 two weeks or more after they have completed their final dose of a COVID-19 vaccine authorized by the U.S. Food and Drug Administration in the United States.

MDHHS recommends that individuals, regardless of vaccination status, practice universal masking when in high-risk, congregate settings such as long-term care facilities, homeless shelters, corrections facilities, and healthcare facilities. It is also important that individuals wear a mask during isolation and quarantine periods to help prevent the spread of COVID-19.

II. BASIC INFECTION PREVENTION MEASURES

COVID-19 Vaccination

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

Enhanced Social Distancing

Department Heads will ensure that employees that are not fully vaccinated are directed 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. Grounds markings, signs, or physical barriers may also be used, if needed. The number of unvaccinated employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions for unvaccinated employees can be followed. Unvaccinated employees should remain in their assigned work areas as much as possible.

Unvaccinated employees will be provided with personal protective equipment appropriate to the exposure risk associated with the job following guidance from the Occupational Safety and Health Administration (“OSHA”) and the Centers for Disease Control and Prevention (“CDC”) applicable to the industry and types of jobs at the workplace and in accordance with applicable state orders. Physical barriers may also be installed for unvaccinated employees commensurate with their level of risk of exposure to COVID-19. Lake

County may consider alternating days or extra shifts that reduce the total number of unvaccinated employees in the workplace at one time to ensure social distancing can be maintained.

Lake County will follow CDC and OSHA guidance with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. Lake County will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, Lake County will adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

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 use hand sanitizer, including upon entry. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene. Lake County will provide tissues and trash receptacles where appropriate.

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

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including special attention to parts, products, and shared equipment) 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.

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

Enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the County will implement its **Protocols for cleaning and disinfecting county work areas in the event of a positive COVID-19 case.**

III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

Self-Monitoring for Symptoms

Employees are required to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their supervisor and/or Human Resources before and during the work shift and have provided employees with instructions for how to make such a report to the employer.

Employee Screening Before Entering the Workplace

Lake County has implemented a self-screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. At the beginning of each day,

before the start of each work shift, employees are required to ask themselves the following Employee Entry Screening Questions:

1. Have you experienced any of the following symptoms in the last 48 hours not explained by a known medical or physical condition?

- Fever over 100.4 Fahrenheit
- Uncontrolled Cough
- Shortness of breath or difficulty breathing

Or two or more of the following symptoms not explained by a known medical or physical condition:

- Loss of Taste or smell
- Muscle Aches and Pain
- Severe Headache
- Sore Throat
- Vomiting
- Abdominal Pain
- Diarrhea

If you answered YES to the above questions, you are restricted from entering the building.

If NO, and you are unvaccinated, proceed to the next question.

2. In the past 14 days, have you been in close contact with an individual who has tested positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19?

If you answered YES and you are not fully vaccinated, you are restricted from entering the building. (not applicable to fully vaccinated employees)

If any employee answers “yes” to the first screening question or if an unvaccinated employee answers “yes” to the second screening question, he or she should not report for work and should stay home to self-quarantine until allowed to return to work under the Return to Work Plan, attached as Appendix A.

A healthcare provider’s note is not required to validate an illness. However, although the employee must still meet the relevant criteria to return to work, a healthcare provider’s authorization may be required to return to work.

Fully Vaccinated Employees

To reduce their risk of becoming infected with the Delta variant and potentially spreading it to others, the CDC recommends that fully vaccinated people:

- Wear a mask in public indoor settings if they are in an area of substantial or high transmission.
- Consider choosing to mask regardless of the level of transmission, particularly if they or someone in their household is immunocompromised or at increased risk for severe disease, or if someone in their household is unvaccinated.
- Get tested if experiencing COVID-19 symptoms.
- Isolate if they have tested positive for COVID-19 in the prior 10 days or are experiencing COVID-19 symptoms.

- Get tested 5 days after exposure to someone with suspected or confirmed COVID-19 and wear a mask around others for 10 days after exposure or until they receive a negative test result.
- Continue to follow any applicable federal, state, local, tribal, or territorial laws, rules, and regulations.

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 over 100.4 Fahrenheit;
 - Atypical new onset of Shortness of breath; and/or
 - Uncontrolled cough.
- They are experiencing two or more of the following not explained by a known medical or physical condition:
 - Abdominal pain
 - Diarrhea
 - Loss of taste or smell
 - Muscle aches
 - Severe headache
 - Sore throat
 - Vomiting
- They are not fully vaccinated and have been exposed to a COVID-19 positive person, meaning:
 - In the last 14 days, the employee came in “**close contact**” with someone who has tested positive for COVID-19.
 - “**Close Contact**” means:
 - Within 6 feet of an infected person for a total of 15 minutes or more within a 24 hour period starting from 2 days before illness onset or, for asymptomatic patients, 2 days prior to specimen collection
 - Provided care at home to someone who is sick with COVID-19
 - Had direct physical contact with the person (hugged or kissed them)
 - Shared eating or drinking utensils
 - They sneezed, coughed, or somehow got respiratory droplets on you

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 according to the Employee Return to Work Plan protocol in Appendix A; and
- Seek immediate medical care or advice; and
- If they begin showing symptoms in quarantine they should follow the Employee Return to Work Plan in Appendix A.

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

- 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 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 Lake County will:

- 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

Becoming Sick at Work

Lake County will physically isolate any unvaccinated employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

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

IV. ADDITIONAL WORKPLACE PROTECTIONS

Engineering Controls

Lake County will implement the following engineering controls:

- As feasible, increase ventilation rates in the work environment.
- Install physical barriers, such as clear plastic sneeze guards.
- Prohibit access to public drinking fountains within county facilities.

Administrative Controls

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

Continue to Follow Existing OSHA Standards

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

Training

Lake County will coordinate and provide training to employees related to COVID-19. At minimum, Lake County will provide training as required under state executive orders and the following:

- Workplace infection-control practices.
- The proper use of PPE.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

APPENDIX A

EMPLOYEE RETURN TO WORK PLAN

Consistent with the latest guidance from the Centers for Disease Control, Public Act No. 238 of 2020, as well as directives from the MDHHS and District Health Department #10, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees Testing Positive Or Displaying Symptoms of COVID-19 (Isolate):

Non-Correctional Employees:

- **Non Correctional employees who test positive for COVID-19, regardless of vaccination status, must not report to work until they are advised by a health care provider or public health professional that they have completed their isolation period, or all of the following conditions are met:**
 - If the employee has a fever, at least 24 hours have passed since the fever stopped without the use of fever-reducing medications
 - If the employee displayed symptoms, the employee's principal symptoms of COVID-19 have improved
 - 5 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result
 - If the employee has been advised by a health care provider or public health professional to remain isolated, the employee is no longer subject to such advisement
 - If the employee returns to work after 5 days of isolation, they must continue to wear a mask around others for an additional 5 days

 - **Non Correctional employees, regardless of vaccination status, who display the principal symptoms of COVID-19 but have not yet tested positive shall not report to work until one of the following conditions are met:**
 - A negative diagnostic test result has been received
- OR all of the following apply:
- If the employee has a fever, at least 24 hours have passed since the fever stopped without the use of fever-reducing medications
 - The employee's principal symptoms of COVID-19 have improved
 - 5 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result
 - If the employee has been advised by a health care provider or public health professional to remain isolated, the employee is no longer subject to such advisement
 - If the employee returns to work after 5 days of isolation, they must continue to wear a mask around others for an additional 5 days

Correctional Employees

- **Correctional employees who test positive for COVID-19 must not report to work until they are advised by a health care provider or public health professional that they have completed their isolation period, or all of the following conditions are met:**
 - If the employee has a fever, at least 24 hours have passed since the fever stopped without the use of fever-reducing medications
 - If the employee displayed symptoms, the employee's principal symptoms of COVID-19 have improved
 - 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result
 - If the employee has been advised by a health care provider or public health professional to remain isolated, the employee is no longer subject to such advisement

- **Correctional employees who display the principal symptoms of COVID-19 but have not yet tested positive shall not report to work until one of the following conditions are met:**
 - A negative diagnostic test result has been received

OR all of the following apply:

 - If the employee has a fever, at least 24 hours have passed since the fever stopped without the use of fever-reducing medications
 - The employee's principal symptoms of COVID-19 have improved
 - 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result
 - If the employee has been advised by a health care provider or public health professional to remain isolated, the employee is no longer subject to such advisement

Employees That Were Exposed to Someone with COVID-19 (Quarantine):

Non-Correctional Employees:

- **Non-Correctional employees that have been boosted OR completed the primary series of Pfizer or Moderna vaccine within 6 months OR completed the primary series of Johnson & Johnson vaccine within the last 2 months OR who have had a laboratory confirmed COVID-19 infection within the past 90 days and have subsequently recovered and no longer have symptoms must:**
 - Wear a mask around others for 10 days
 - Test on day 5, if possible
 - Quarantine NOT required unless they develop symptoms, after which, they should get tested and stay home for 5 days

- **Non-Correctional employees that completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR completed the primary series of Johnson & Johnson over 2 months ago and are not boosted OR have an incomplete vaccine series OR are unvaccinated:**

- Stay home (quarantine) for 5 days
- After that continue to wear a mask or mask around others for 5 additional days
- If you can't quarantine, you must wear a mask for 10 days
- Test on day 5 if possible
- If you develop symptoms, get tested and stay home

Correctional Employees:

- **Correctional Employees that have not been fully vaccinated for COVID-19 and who have been in "close contact" 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:**

- 10 days have passed since the last close contact with the sick or symptomatic individual.
OR
- The individual with whom the employee had close contact receives a negative COVID-19 test

Depending upon the classification of the employee, they may be required to wear appropriate PPE and return to work, or efforts may be made for the individual to work part or all of their shifts remotely during this time.

During periods of critical staffing shortages, facilities may consider shortening isolation periods for staff to ensure continuity of operations. Decisions to shorten isolation or quarantine in these settings should be made in consultation with the state, local, tribal, or territorial health departments and should take into consideration the context and characteristics of the facility.

- **Correctional Employees that have been fully vaccinated with no COVID-like symptoms do not need to quarantine, however the CDC recommends that fully vaccinated people who have a known exposure to someone with COVID-19 get tested three to five days after exposure and wear a mask in public indoor settings for 14 days or until they receive a negative test.**

- Fully vaccinated employees who do not quarantine should still monitor for symptoms of COVID-19 for 14 days following an exposure. If they experience symptoms, they should follow the guidance above for employees displaying symptoms of COVID-19.

APPENDIX B

CORONAVIRUS DISEASE (COVID-19)
VISITOR HEALTH SCREENING

Court/Office Visiting: _____

Visitors Name: _____ Date/Time: _____

As of 6/28/2021, only visitors to the 3rd Floor/Courts are required to complete Visitor Health Screening.

1. In the past 48 hours, have you experienced any of the following symptoms:		
Fever over 100.4 Fahrenheit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Uncontrolled Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. In the past 48 hours, have you experienced two or more of the following symptoms that cannot be explained by a known medical or physical condition?		
Loss of Taste or Smell?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle Aches and Pains?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Severe Headache?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore Throat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal Pain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature: _____		

If the visitor answered "yes" to either of the questions listed above the visitor will not be allowed access to building.

3. In the past 14 days, have you:		
Had <u>close</u> contact (closer than six (6) feet for more than 15 minutes in a 24 hour period) with an individual who tested positive for COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Visitors that are fully vaccinated* for COVID-19 can answer "NO" to this question		

If visitor answered "yes" to any of these questions the visitor will not be allowed access to building.

**Fully vaccinated means the individual has received one dose of the Johnson and Johnson COVID-19 vaccine, or two doses of the Pfizer or Moderna COVID-19 vaccines, and two weeks have passed after the individual has received the dose of the Johnson and Johnson vaccine or the second dose of the Pfizer or Moderna vaccines.*

APPENDIX C

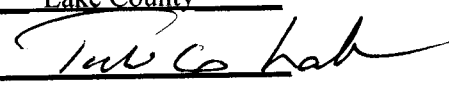
**LAKE COUNTY
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

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

1. 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.
2. The plan is available on the Lake County website www.lakecounty-michigan.com.

I declare that the foregoing is true and correct.

Municipality/Entity: Lake County
Signature: 
Name of Official: Tobi G Lake
Title: County Administrator
Date: March 1, 2022