BERRIEN COUNTY GOVERNMENT’S
COVID-19 Preparedness and Response Plan

May 6, 2020
Revised and Approved by the Berrien County Board of Commissioners on June 11, 2020

This Plan is subject to change at any time.

1 Under Executive Order 2020-91, a copy of this Plan must be available at each County facility.
COVID-19 Preparedness and Response Plan

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Disclaimer regarding Executive Orders:

At the time this plan was drafted the Executive Orders herein referenced were believed to be current; however, revisions are likely to be made to each order. When an Executive Order is referenced in this plan and it is found that a newer, substantially similar Executive Order was issued; then the newest order will prevail.”

County COVID-19 Coordinator:

For purposes of the Governor’s Executive Order, the County Administrator is designated as Berrien County’s COVID-19 Coordinator.

County Board of Commissioner Approval:

Berrien County Government’s COVID-19 Preparedness and Response Plan is subject to frequent changes and modification; nevertheless, it requires County Board of Commissioner approval. The Board of Commissioners recognizes that the implementation of this plan and subsequent changes cannot be delayed in every case until the Board has had an opportunity to take formal action.
1. INTRODUCTION AND EXECUTIVE ORDER 2020-70

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, Berrien 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.

Gov. Whitmer has now signed Executive Order 2020-70 extending the stay-home order until May 15 to further reduce the spread of the coronavirus throughout the state. Paragraph 11 of this order states:

Businesses, operations, and government agencies that remain open for in-person work must, at a minimum:

a. 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. Such plan must be available at company headquarters or the worksite.

b. Restrict the number of workers present on premises to no more than is strictly necessary to perform the in-person work permitted under this order.

c. Promote remote work to the fullest extent possible.

d. Keep workers and patrons who are on premises at least six feet from one another to the maximum extent possible.

e. Increase standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.

f. Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.

g. Adopt any other social distancing practices and mitigation measures recommended by the CDC.

h. Businesses or operations whose in-person work is permitted under sections 10(c) through 10(f) of this order must also:

   i. Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.

   ii. Limit in-person interaction with clients and patrons to the maximum extent possible, and barring any such interaction in which people cannot maintain six feet of distance from one another.

   iii. Provide personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed.

   iv. Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning of tools, equipment, and frequently touched surfaces.
2. **Workers Necessary to Perform Infrastructure Functions or Conduct Minimum Basic Operations**

Executive Order 2020-70 further prohibited business (to include governments) from conducting operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e., critical infrastructure workers) or to conduct minimum basic operations. Appendix "A" contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Order 2020-70 (para 5):

All in-person government activities at whatever level (state, county, or local) are suspended unless:

a. They are performed by critical infrastructure workers, including workers in law enforcement, public safety, and first responders, as defined in sections 8 and 9 of this order.

b. They are performed by workers who are permitted to resume work under section 10 of this order.

c. They are necessary to support the activities of workers described in sections 8, 9, and 10 of this order, or to enable transactions that support businesses or operations that employ such workers.

d. They involve public transit, trash pick-up and disposal (including recycling and composting), the management and oversight of elections, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under this order.

e. For purposes of this order, necessary government activities include minimum basic operations, as described in section 4(b) of this order. Workers performing such activities need not be designated.

f. Any in-person government activities must be performed consistently with the social distancing practices and other mitigation measures to protect workers and patrons described in section 11 of this order.

Based on these criteria, all functions of Berrien County government are determined to be necessary and all employees are deemed “critical”, recognizing, however, that not every worker may be necessary on any particular day to perform these critical functions and maintain minimum basic operations. Berrien County countywide elected officials (to include Judges as represented by the Chief Judge), and other department heads in consultation with the County Administrator, are responsible for determining the number of employees required to work “on site” on a given day, how “in-person work” is performed in accordance with this Plan, and which employees (if any) may work remotely. The daily status of each employee will be provided to County HR on the “Employee Status Log” (Appendix “B”) at the same time as biweekly payroll is submitted.

3. **Phase I Protective Posture Overview: County Open--County Buildings Closed**

County operations are currently under “Phase I Protective Posture” (Phase I). This phase was initially described in the Administrator’s Memorandum dated March 23, 2020 (Appendix “C”). In Phase I all County Facilities are closed to the public except for narrowly defined operations of selected departments. Should a conflict arise between the initial March 23rd Memorandum and these instructions, this Plan will prevail.
This Phase I status will continue until May 28th, 2020, in accordance with EO 2020-67 and EO 2020-68, but may be extended as directed by future County guidance and/or Executive Order. During this period we will implement the physical and social distancing changes, and practice those habits that will permit a rapid execution of the “Phase II Protective Posture” (Phase II). Phase II begins when the public is allowed access to County facilities.

4. **PROTECTIVE SAFETY MEASURES DURING THE PERIOD WHEN COUNTY BUILDINGS ARE CLOSED TO THE PUBLIC (PHASE I)**

   **a. Sick Leave**

   Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Berrien County collective bargaining agreements and policies. Any onsite employee who appears to have a respiratory illness or symptoms consistent with COVID-19 will be separated from other employees and sent home and that individual’s status reported to HR in accordance with Appendix “E” “COVID-19 Instructions for Department Heads and Supervisors”.

   **b. Employee Screening by Department Head**

   Department heads will ensure that employees reporting to work in Phase I are screened prior to removing their face covering. A sample Employee Entry Screening Questionnaire is attached as Appendix E. While a department head signature is encouraged, it is not required during Phase I.

   Some department heads may prefer to use the COVID symptom checker used at the Health Department and provided by Lakeland. It can be found at the following website:

   https://covid19symptomchecker.spectrumhealth.org/home

   Employees complete the survey on their phone and show a time stamped green check mark to “pass” the screening process. Another symbol appears if they report any symptoms so further assessment can be done.

   There is no plan in place during Phase I for designating a screener at the employee/public entrances. Departments must be prepared to take temperatures upon request or need. 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 and the matter reported to HR with Appendix “E” COVID-19 Instructions for Department Heads and Supervisors”.

   If trained personnel are identified and other legal barriers overcome, during Phase II access to all County facilities may be limited to selected entrances where there will be a screener who will check all visitors and employees. This person will also ensure that a face covering is being worn.
c. “Enclosed Public Space

The Governor’s Executive Order 20-59 proclaimed that effective April 28, 2020, face coverings will be worn in all “enclosed public spaces”. Unless further information is received, “enclosed public spaces” are those areas identified with the following sign.

Note: These and all other signs identified in Appendix F are available from the Logistics Coordinator for Administration (para 4e below) Installation by departments is limited to using only masking/painters tape on non-painted surfaces. Other installation will be done by Buildings & Grounds personnel.

The officials designated below will make the decision of what is “enclosed public space”, but at a minimum, this designation is to be used in all areas frequented by the public (entrances, restrooms, break rooms, common hallways, stairwells, and elevators) and in constricted areas that may see little public traffic but are traversed by employees (narrow corridors and stair wells). Since everyone must wear a face covering (visitor and employee) in these “enclosed public spaces”, it is recommended that the designation be used only to the degree demanded by public safety.

- **Berrien County Trial Court.**
  - St. Joseph and Niles Courthouses (does not apply to offices under the immediate control of the County Clerk, County Prosecutor, Building & Grounds Offices, or Information Systems Offices).
  - Juvenile Center

- **Berrien County Sheriff**
  - Jail
  - 2100 E. Empire (does not apply to Motor Pool, Printing, 911 Dispatch, and Records)
  - Substation offices
o Building #2

- County Health Officer
  o Napier Health Department to include Conference Rooms
  o Niles Health Department
  o Three Oaks Health Department

- County Administrator
  o Administration Building (except for the offices under immediate control of County Clerk, County Treasurer, Register of Deeds, and County Drain Commissioner).
  o Berrien County Animal Control
  o Non-Sheriff departments at 2100 E. Empire.
  o All other County facilities (Parks, Road Department, etc.)

d. Personal Protective Equipment

Berrien County shall provide and make available to all employees personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks, as appropriate for the activity being performed by the individual. Employees are authorized to provide their own homemade face coverings and gloves if preferred.

Any employee able to medically² tolerate a face covering, must wear a covering over his or her nose and mouth when:

- Not able to maintain required social distancing (6’) from any employee or visitor. This includes but is not limited to breakrooms, meeting rooms, and narrow corridors.
- Entering another department’s workspace;
- Any meeting, even if social distancing is possible, with persons (employees or visitors) who are not regular occupants of that particular workspace/facility.

Face shields and face masks will be issued to employees conducting employee screening or are required to work within 6’ directly to the front of someone without the benefit of a more permanent shield. Unless otherwise required, surgical-type masks will be issued in lieu of N95-style.

Gloves will be worn when opening mail, handling cash, etc.

e. Funding/Logistics/Supply.

The Sheriff, Health Officer, and County Administration have been provided funding in order to requisition the PPE, Screening, and sanitation supplies necessary for the County.

Other departments may use their current budgeted funds for required supplies; but there is no general commitment that these costs will be reimbursed by County contingency funds.

² Any employee medically unable to tolerate a face covering must provide a doctor’s written authorization for this exemption to HR.
departments is asked to track these expenses. If reimbursement from the State or Federal Government comes available, these records will be essential.

As an alternative, it is recommended that departments (other than those under the Sheriff and Health Officer) request supplies, equipment, and COVID-19 related vendor services from the Logistics Coordinator for Administration at kfedison@berriencounty.org with a copy going to the Administrator. In most cases these expenses will have no impact on the department’s 2020 budget.

During Phases I and II, the County will attempt to maintain a bulk supply of the following items for distribution upon request:

- Surgical and field expedient face coverings
- N95 Masks (restricted distribution)
- Face shields
- Gloves
- Sanitizing spray and wipes
- Signage

Note: Supplies provided by the Logistics Coordinator (Admin) are intended for internal use only and not for distribution to non-County agencies. While visitors are responsible for having face coverings when entering County facilities (particularly during Phase II), when it is in the interest of the County to provide such protection, surgical masks may be provided at no charge.

f. 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. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. 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.

g. Office Improvements to Enhance Employee Protection

Departments may submit requests for office re-arranging for which the cost is negligible (<$500) to Superintendent, Building & Grounds via the work order system. He will address these as time and manpower permit. More substantial alterations must be submitted to the County Administrator for review.

Buildings & Grounds is in the process of installing permanent plexiglass shields in front of those customer counters where no protection currently exists. They are also installing customer markers on the floors to assist in maintaining social distancing.

h. Remote Work

As determined by the department head and consistent with County telework capabilities, all employees whose job duties allow to them telework, will work remotely.

i. Hygiene
Employees are encouraged to resist touching common places in the buildings. An example of these would be the railings along stairwells. While employees opening mail and handling cash are directed to wear gloves, other employees who may come in contact with these should also be sanitizing the area and washing their hands frequently. 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 sanitizing tissues and places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms (Appendix F). Hand shaking is also prohibited to ensure good hand hygiene.

j. Cleaning and Disinfecting

While the Building & Grounds Department will continue to provide the cleaning and disinfecting of common areas, each department will be responsible for the cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using appropriate disinfectants. Departments may establish their own protocols for this cleaning (e.g. “at midday” or “after a counter or desk has been used by a visitor”).

Departments should initially use any cleaning supplies they currently have available. Future requests for disinfectant, sanitizer, etc. can be sent to the Logistics Coordinator. 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, County Administration will be informed immediately for further instructions.

k. Tools and Equipment

Berrien County limits the sharing of tools and equipment among employees. Should any sharing of tools be required, employees must either wear gloves, or disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment.

l. Visitors while County Buildings are Closed to the Public

During Phase I, with the exception of persons authorized by the Trial Court and those with appointments authorized by Countywide elected officials, no visitors, to include vendors, are allowed into the Buildings. Vendors must be determined critical to maintaining a County essential function. The department authorizing a non-employee entrance to a County facility will be responsible for insuring that he/she is screened prior to entering the building and is wearing a face mask at all times, and that areas of physical contact are sanitized upon their departure.

Under no circumstances are children allowed in County facilities while they are closed to the public.

Note: During Phase I or II, if any visitor does not have a face covering and refuses to wear one provided, he/she will be refused entry. If he/she insists on access then normal security protocols will be followed by County staff.
5. **COUNTY PHASE II PROTECTIVE POSTURE OVERVIEW: COUNTY OPEN--COUNTY BUILDINGS REOPENED TO THE PUBLIC.**

County operations are currently continuing under “Berrien County Phase I Protective Posture” (County Phase I). This phase essentially conforms with Phases 1 through 3 of the Governor’s Michigan Safe Start Plan. On Thursday, May 21 the Governor issues a revised “Safer at Home” EO 2020-96 which lifted some of the restrictions, but only the UP and 17 counties of northern, lower Michigan were ordered to move into the Governor’s Phase 4 “Improving” status.

Similar to other re-engagement activities which have been permitted by earlier Executive Orders, businesses and operations who resume activities must, among other things:

- Develop a COVID-19 preparedness plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration;
- Provide COVID-19 safety training and designate worksite supervisors;
- Conduct daily self-screening protocols; and,
- Provide face coverings and cleaning supplies to employees and require coverings to be worn when employees cannot consistently maintain six feet of separation.

While speculative, with the extension of the stay-at-home order it appears as though Berrien County is unlikely to see a significant change in status until June 12th, although a move into Phase 4 must be considered possible. While such a movement into Phase 4 of the MI Safe Start Plan does not necessitate any dramatic shift in what we’re doing under County Phase I: County Open—County Buildings Closed, it will put us precariously on the edge of Phase 5 when we open up to the public.

For that reason, Effective upon the receipt of this Revised Berrien County COVID-19 Preparedness and Response Plan, departments should be making every reasonable preparation and implementing procedures as if Phase 5 were already in place and the public again had free access to our facilities.

Most of the plans and procedures of the County Phase I Protective Posture Plan will continue into Phase II. Should a conflict arise between the May 6 “Plan” and this revision, this Revised Plan will prevail.

6. **PROTECTIVE SAFETY MEASURES TO BE IMPLEMENTED UPON RECEIPT IN ANTICIPATION OF WHEN COUNTY BUILDINGS ARE OPEN TO THE PUBLIC (PHASE II)**

a. **Sick Leave**

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Berrien County collective bargaining agreements and policies. Any onsite employee who appears to have a respiratory illness or symptoms consistent with COVID-19 will be separated from other employees and sent home and that individual’s status reported to HR in accordance with Appendix “E” “COVID-19 Instructions for Department Heads and Supervisors”. This form can be found on the County Intranet under “News & Information”.
b. Worksite Supervisors

Under EO 2020-91 At least one supervisor must be tasked with overseeing compliance with workplace plans. The Sheriff, Register of Deeds, Drain Commissioner, Treasurer, Clerk, Prosecutor, Chief Judge/Trial Court Administrator, Chairman of the Board of Commissioners/County Administrator are designated Worksite Supervisors unless delegated in writing to a subordinate supervisor. Please send a copy of that delegation to the County Administrator in his role as Berrien County’s COVID-19 Coordinator.

The County Administrator does hereby designate the following individuals to oversee compliance with this plan in their department areas as worksite supervisors:

- Tiffany Peterson, Animal Control
- Lex Winans, GIS/Land Description
- Juli Corcoran, Printing and Binding
- Chris Hartman, Micro-film/Records
- Tod Rainey, Motor Pool
- Doug James, Financial Services
- Shelley Jasper, HR
- Annette Krieger, Administration
- Brian Bailey (T), Parks
- Lee Lull, Veterans
- Caitlin Sampsell, 911
- Dan Fette, Community Development
- Jason Latham, Roads
- Chris Swihart, I/S
- Warren Parrish, Equalization
- Todd Johnson, B&G
- Paul Jancha, Public Defender
- Nicki Britten, Health Department

c. Employee Screening by Department Head

Department heads will ensure that employees complete a self-screening protocol before reporting to work. A sample Employee Entry Screening Questionnaire is attached as Appendix E and is available in quantity. Employees will give the form to their worksite supervisor (or place it in a designation location) upon arriving at work.

Some department heads may prefer to use the COVID symptom checker used at the Health Department and provided by Lakeland (or a similar application). This one can be found at the following website and under “News & Information” on the County Intranet as “COVID-19 Symptom checker.”

https://covid19symptomchecker.spectrumhealth.org/home

Employees complete the survey on their phone before entering a County facility, and show the time stamped green check mark to “pass” the screening process with their worksite supervisor.

Whether done by written questionnaire or an application, any employee who does not pass the pre-screening must remain outside the County buildings until cleared by his/her supervisor to enter.
Any employee who has duties which require him/her to go to other County facilities should be provided a “Covid-19 Screening Completed” pass to carry for that day (Appendix G). Without this, anyone not normally assigned to a given facility (either with or without “fob” access) will be expected to go through the visitor screening process for that facility.

As an additional precaution, each department will designate at least one person who has the PPE, equipment (i.e. touchless thermometer) and training in order to provide additional screening upon request, or to check any (or all) employees upon entering the workspace.

As a side note, for purposes of this plan, non-county workers who are currently assigned to work in our facilities (e.g. DOC) must either conform with the standard as described in this plan, or be treated as visitors (below).

d. Visitors to County Buildings upon re-opening to public.

All visitors, clients, vendors, and those County employees who do not have a valid “Covid-19 Screening Completed” pass, will wear face covering, sanitize their hands, and be screened at the door to all County facilities. While it is preferred that this screening occurs outside by a properly protected, trained screener, if visitor traffic is expected to be light, the departments may determine alternate means to accomplish this task using existing resources.

Each County facility is assigned to a single department, as shown below, for visitor screening purposes.

<table>
<thead>
<tr>
<th>Location</th>
<th>Department Responsible for Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Joseph Courthouse (West Entrance)</td>
<td>Trial Court</td>
</tr>
<tr>
<td>Niles Courthouse (Main Entrance)</td>
<td>Trial Court</td>
</tr>
<tr>
<td>Public Defender Annex (Edgewater)</td>
<td>Public Defender</td>
</tr>
<tr>
<td>Public Defender Office (Church St.)</td>
<td>Public Defender</td>
</tr>
<tr>
<td>Jail (Main Entrance)</td>
<td>Sheriff Department</td>
</tr>
<tr>
<td>Administration Building (North Entrance)</td>
<td>Administration</td>
</tr>
<tr>
<td>Health Department-Napier (Main)</td>
<td>Health Dept.</td>
</tr>
<tr>
<td>Health Department-Niles (North Ent)</td>
<td>Health Dept.</td>
</tr>
<tr>
<td>Health Dept. (only) Three Oaks Bldg.</td>
<td>Health Dept.</td>
</tr>
<tr>
<td>Conference Center (Napier)</td>
<td>Records</td>
</tr>
<tr>
<td>2100 Empire (Public Entrance—Records)</td>
<td>Motor Pool</td>
</tr>
<tr>
<td>2100 Empire (Motor Pool)</td>
<td>Sheriff Department</td>
</tr>
<tr>
<td>2100 EOC/Road Patrol</td>
<td>Road Department</td>
</tr>
<tr>
<td>Road Department (Yore)</td>
<td>Garage Foremen</td>
</tr>
<tr>
<td>Road Department Garages</td>
<td>Parks</td>
</tr>
<tr>
<td>Parks (Love Creek Nature Center)</td>
<td></td>
</tr>
<tr>
<td>Parks (Madeline Bertrand Lodge)</td>
<td></td>
</tr>
</tbody>
</table>

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3 Departments may request additional resources in accordance with normal County procedures.
Employees conducting screening will be required to be trained in the screening process, the use of the touchless thermometer, and wear appropriate personnel protective equipment (PPE).

All County buildings will have exterior signage prominently displayed instructing visitors to stop, conduct a self-screen, and put on a face covering before entering any County building (Appendix F). Free standing sanitizing stations will be provided by Building and Grounds. Visitors without face coverings may be provided one if it is in the best interest of the County to do so.

Note: If any visitor does not have a face covering and refuses to wear one if provided by the County, he/she will be refused entry unless they can provide some evidence of a medical condition that would be exacerbated by a face covering. If he/she insists on access then normal security protocols will be followed by County staff.

e. “Enclosed Public Space”

The Governor’s Executive Order 20-59 proclaimed that effective April 28, 2020, face coverings will be worn in all “enclosed public spaces”. Unless further information is received, “enclosed public spaces” are those areas identified with the following sign.

![Attention Sign](image)

Note: These and all other signs identified in Appendix F are available from the Logistics Coordinator for Administration (para 4e below). Installation by departments is limited to using only masking/painters tape on non-painted surfaces. Other installation will be done by Buildings & Grounds personnel.

The Department Heads/COVID-19 Worksite Supervisors of the departments listed below, will make the decision of what is “enclosed public space”, but at a minimum, this designation is to be used in all areas frequented by the public (entrances, restrooms, break rooms, common hallways, stairwells, and elevators) and in constricted areas that may see little public traffic but are traversed by employees (narrow corridors and stair wells). Since everyone must wear a face covering (visitor
and employee) in these “enclosed public spaces”, it is recommended that the designation be used only to the degree demanded by public safety. (These designations are unchanged from Phase I)

- Berrien County Trial Court.
  - St. Joseph and Niles Courthouses (does not apply to offices under the immediate control of the County Clerk, County Prosecutor, Building & Grounds Offices, or Information Systems Offices).
  - Juvenile Center

- Berrien County Sheriff
  - Jail
  - 2100 E. Empire (does not apply to Motor Pool, Printing, 911 Dispatch, and Records)
  - Substation offices
  - Building #2

- County Health Officer
  - Napier Health Department to include Conference Rooms for Health Dept. events. (Note: all other events are the responsibility of the hosting department.)
  - Niles Health Department
  - Three Oaks Health Department

- County Administrator
  - Administration Building (except for the offices under immediate control of County Clerk, County Treasurer, Register of Deeds, and County Drain Commissioner).
  - Berrien County Animal Control
  - Non-Sheriff departments at 2100 E. Empire.
  - All other County facilities (Parks, Road Department, etc.)

In lieu of marking areas that are only used sparingly, effort may be made to identify these and mark them off as non-accessible to the public. An example could be the area in the old portion of the South County Courthouse from Health Dept. restrooms to “middle door”.

f. Personal Protective Equipment

Berrien County shall provide and make available to all employees personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks, as appropriate for the activity being performed by the individual. Employees are authorized to provide their own homemade face coverings and gloves if preferred.
Any employee able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when:

- Not able to maintain required social distancing (6’) from any employee or visitor. This includes but is not limited to breakrooms, meeting rooms, and narrow corridors.
- Entering another department’s workspace;
- Any meeting, even if social distancing is possible, with persons (employees or visitors) who are not regular occupants of that particular workspace/facility.

Face shields and face masks will be issued to employees conducting employee screening or are required to work within 6’ directly to the front of someone without the benefit of a more permanent shield. Unless otherwise required, surgical-type masks will be issued in lieu of N95-style.

Gloves will be worn when opening mail, handling cash, etc.

g. Funding/Logistics/Supply.

The Sheriff, Health Officer, and County Administration have been provided funding in order to requisition the PPE, Screening, and sanitation supplies necessary for the County.

Other departments may use their current budgeted funds for required supplies; but there is no general commitment that these costs will be reimbursed by County contingency funds. Each departments is asked to track these expenses. If reimbursement from the State or Federal Government comes available, these records will be essential.

As an alternative, it is recommended that departments (other than those under the Sheriff and Health Officer) request supplies, equipment, and COVID-19 related vendor services from the Logistics Coordinator for Administration at kfedison@berriencounty.org with a copy going to the Administrator, wwolf@berriencounty.org. A COVID-19 Resource Request Form can also be found under “News & Information” on the County Intranet. In most cases these expenses will have no impact on the department’s 2020 budget.

During Phase II, the County will attempt to maintain a bulk supply of the following items for distribution upon request:

- Surgical and field expedient face coverings
- N95 Masks (restricted distribution)
- Face shields
- Gloves
- Sanitizing spray and wipes
- Signage

Note: Supplies provided by the Logistics Coordinator (Admin) are intended for internal use only and not for distribution to non-County agencies. While visitors are responsible for having face coverings when entering County facilities, when it is in the interest of the County to provide such protection, surgical-type masks may be provided at no charge.

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4 Any employee medically unable to tolerate a face covering must provide a doctor’s written authorization for this exemption to HR.
h. **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. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. 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.

i. **Office Improvements to Enhance Employee Protection**

Buildings & Grounds has installed permanent plexiglass shields in front of those customer counters where no protection currently exists, and markers on the floors to assist in maintaining social distancing. Should additional shields or floor markings be required, please submit via the work order application.

j. **Remote Work**

All employees whose job duties allow to them telework, may continue to work remotely as determined by their department head and consistent with County telework capabilities.

k. **Hygiene**

Employees are encouraged to resist touching common places in the buildings. An example of these would be the railings along stairwells. While employees opening mail and handling cash are directed to wear gloves, other employees who may come in contact with these should also be sanitizing the area and washing their hands frequently. 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 sanitizing tissues and places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms (Appendix F). Hand shaking is also prohibited to ensure good hand hygiene.

l. **Cleaning and Disinfecting**

While the Building & Grounds Department will continue to provide the cleaning and disinfecting of common areas, each department will be responsible for the cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using appropriate disinfectants. Departments may establish their own protocols for this cleaning (e.g. “at midday” or “after a counter or desk has been used by a visitor”).

Departments should initially use any cleaning supplies they currently have available. Future requests for disinfectant, sanitizer, etc. can be sent to the Logistics Coordinator. 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, County Administration will be informed immediately for further instructions.
Building and Grounds will attempt to sanitize busy “common” areas at least once during the workday.

m. Tools and Equipment
Berrien County limits the sharing of tools and equipment among employees. Should any sharing of tools be required, employees must either wear gloves, or disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment.

n. Employee Travel
Employee travel is to be restricted to absolutely mission essential purposes only. Any employee who travels privately or professionally to an area significantly threatened by the COVID-19 virus must be prepared to enter self-imposed quarantine upon his/her return for 14 days if directed by HR after consulting with the Health Department.

o. Training
Worksite supervisors must insure that each employee is properly trained in the symptoms of COVID-19, the proper use of PPE, and in sanitization of their workspace. The training below is available on the County Intranet at [http://intranet.berriencounty.org/](http://intranet.berriencounty.org/)
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.
   a. Hazardous materials.
   b. Financial services.
   c. Chemical supply chains and safety.
   d. Defense industrial base.

For purposes of Executive Order 2020-42, 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.

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5 Under Executive Order 2020-42, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business’s or operation’s critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.
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

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

**EXAMPLE OF EMPLOYEE STATUS LOG**

### SAMPLE EMPLOYEE STATUS LOG

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>JOB CLASS DESCRIPTION</th>
<th>TEMP</th>
<th>POSITION DESCRIPTION</th>
<th>GROUP CODE</th>
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<th>WORKING FOR NON-EMPLOYER</th>
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<th>VACATION (HR)</th>
<th>FMLA (HR)</th>
<th>SICK (FT)</th>
<th>VACATION (FT)</th>
<th>REGULAR (HR)</th>
<th>REGULAR (FT)</th>
<th>PERSONNEL (HR)</th>
<th>PERSONNEL (FT)</th>
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<td>Accountant</td>
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*NOTE: A column is provided for departments to identify Temp Employees. Temp Employees in essential jobs may continue to be used; however, they only qualify for compensation at this time if "Blocking" or "Blocking via Reassign.*
APPENDIX C

ADMINISTRATOR’S MEMORANDUM DATED MARCH 23, 2020

March 23, 2020
Memorandum to: Berrien County Board of Commissioners, Countywide Elected Officials, Courts, and Staff
From: Bill Wolf, County Administrator
Subject: BERRIEN COUNTY IMPLEMENTATION OF GOVERNOR’S EXECUTIVE ORDER #2020-21.

1. GOVERNOR’S EXECUTIVE ORDER: Governor Gretchen Whitmer has issued Executive Order #2020-21 otherwise known as the “Stay-at-Home Order”. Berrien County will execute this order in accordance with the following instructions beginning at 12:01 A.M. March 24, 2020 continues through April 13, 2020. This document is subject to modification as required.

2. ESSENTIAL SERVICES: Berrien County has been preparing for this and has reviewed the additional guidance provided by Homeland Security and referenced by the Governor regarding essential services. (See Annex “A”) Berrien County is committed to serving its residents to the greatest extent possible in compliance with this order. A detailed contact list with these available services is on the County website at www.berriencounty.org. This list is subject to amendment as necessary.

3. COUNTY REMAINS OPEN: Unlike an inclement weather event which might affect operations for a few days, the need for social distancing during the COVID-19 emergency can be expected to continue for an extended period, perhaps 8 weeks or more. Furthermore, as mentioned earlier, we are executing this protective phase by order of the Governor. Unless further instructions are received from the Governor or Health Officials, the essential functions that the citizens expect from Berrien County will continue. BERIIEN COUNTY GOVERNMENT IS NOT CLOSED.

4. REDUCED SCALE OF SOME OPERATIONS. It is reasonable, however, to expect that the scale of these operations will be reduced in scale as the result of the COVID-19 crisis. One very visible indication of a reduction in scale went into effect the morning of March 23rd when County facilities were closed to “walk in” traffic. This was done to address the need to assume a more pro-active protective posture.

5. NO APPOINTMENTS. The Governor has suspended all “in-person” government activities at whatever level that are not necessary to sustain or protect life, or to support those operations that are necessary to sustain or protect life. Therefore, with the exception of the Courts, Sheriff’s Department, Health Department, and Animal Control I am changing the prior policy by eliminating the allowance of appointments in County buildings.

6. THE NEXT PHASE OF PROTECTIVE MEASURES: Monday’s phase 1 action reduced our vulnerability to the spread of the disease being brought in from the street, now our attention can turn to the question of protecting staff from their co-workers by
incorporating "social distancing" into the County’s workspace. This is the essence of the Governor’s Order as it applies to the County. Departments must balance the need to provide services on the scale required with maintaining the proper, but minimal, size work force. It is this reduced workforce that will facilitate utilizing the workspace in the safest way possible for our employees. Unfortunately, many departments/offices do not have this option and will have to rely on increased vigilance by the employees and the supervisors to limit exposure on the job.

7. DECISION-MAKING AT DEPARTMENT LEVEL: Department heads must be provided the flexibility to address the “how many employees are required” question daily, constrained by the need to keep the employees a safe distance apart.

8. A NEW EMPLOYEE STATUS: “AVAILABLE BUT NOT AT WORK”: With the implementation of this phase, the Board of Commissioners has authorized a new status for employee eligibility to receive normal compensation. Employees not required to appear for work on a given day are to remain available to fill in on short notice for an employee who fails to report due to illness, family needs, etc., or to respond to an unexpected surge in operations. These employees must be compensated as if they had been required to appear.

9. WORK FROM HOME: Remote access must be utilized whenever appropriate for the tasks. Direct coordination with US to use the available licenses is authorized. Department heads are responsible for effective use and monitoring of this tool.

10. FAIRNESS: “Fairness” in duty assignment is imperative and is the responsibility of the department head. For this reason, a daily written log has been created for use by the department. Each employee will be tracked daily as working on site, working remotely, at home unassigned, sick, vacation, personal day, or use of comp time. If a workday is “split” between employees that will be noted.

11. NO “FAIRNESS” ON THE MACRO LEVEL: There can be no perceived or stated obligation on the part of management to attempt to implement this “fairness” concept across different offices or departments, or to provide additional compensation to employees whose functions do not see a reduction in scale.

12. IMPERATIVE: KEEP ILL EMPLOYEES AWAY FROM WORKSPACE: Employees unable to appear when required will be expected to utilize their individual leave banks (sick, vacation, comp, or personal days). The Department head of an employee who may be showing symptoms (or a diagnosis) of illness but does not have leave bank time available should report this to HR/Admin immediately. No employee should appear for work with symptoms under any circumstances. HR is prepared to authorize “negative balances” for sick time on a case by case basis. Further information will be made available regarding the Families First Coronavirus Response Act as we approach the April 2 implementation date.

13. EMPLOYEE MONITORING: Department Heads are advised in the strongest terms to systematically check on the health of EVERY EMPLOYEE. EVERY DAY regardless of their work status. I’d suggest that this begin at the start of a shift for employees working that day, and then follow up by phone/text with employees not physically present. AGAIN, KEEP ILL EMPLOYEES AWAY FROM THE WORKSPACE.

14. SUGGESTION: USE TEAMS: It is suggested that, in execution of this phase when the anticipated workload warrants a smaller workforce on a given day, departments utilize two or more “teams” to balance the time at work with the time “available but not at work”. This even-handed approach can only be implemented within a department or an office.
15. NON-UNION vs UNION: While Department Heads are the deciders of who “shows up” and who remains available at home or works remotely from home, unless otherwise directed, they are not to treat our non-union employees different from those from the bargaining units.

16. POLICY WAIVER: ADM-3020 “Work Schedule and Reporting to Work” requires an employee to report his or her absence from work for three consecutive days to his/her supervisor. During this emergency, this policy is waived in the case where the employee has not been scheduled to work. Note, however, that per Paragraph 13 “Employee Monitoring”, live contact should be initiated by management with each employee daily anyway so this policy provision really shouldn’t apply anyway.

17. REPORTING: The written log referenced in Paragraph “9” utilizing the Status Categories below will be completed and submitted in the same manner, but as a separate document, and at the same time as payroll. Department heads are responsible for accuracy in the same way as they are for payroll documents.

18. EXPLANATION OF STATUS CATEGORIES:
   
a. WORKING: This status is applied to employees working at their assigned County location. This is not a volunteer situation. Employees in this status are not to be incentivized with additional pay or compensation time. If an employee is required to work, he/she will receive their normal rate of pay. As stated before, the intention is that this status will be assigned fairly and consistently across the department staff if there is more than one person providing the essential service.

b. WORKING VIA REMOTE ACCESS: This status is assigned and approved by the Department Head. It is the Department Head’s responsibility to determine if a full day should be appropriately recorded, or to do it “hourly”. The employee in this status will receive normal rate of pay and benefits.

c. AVAILABLE BUT NOT AT WORK: This determination of the Department Head should be made on a day by day basis based on work load and external events. The employee being sent home is expected to be ready to respond on short notice during normal work hours properly dressed and otherwise, ready for work. This status is assigned for the good of the organization. The employee will receive normal pay and benefits. (This status is not available to temporary employees.)

d. COUNTY DIRECTED QUARANTINE FOR NON-ILLNESS REASONS: The Department Head may, after approval from HR/Admin, direct an employee not to report to work for non-illness reasons (i.e. asymptomatic, precautionary reasons) such as close personal contact with a confirmed case of COVID-19. Close personal contact is defined as spending at least 10 minutes within 6 feet of the individual with confirmed COVID-19. (This status is not available to temporary employees.)

e. SELF QUARANTINED FOR NON-ILLNESS REASONS: The recent “no questions asked” policy of allowing employees to use their leave bank (sick, vacation, comp, and personal days) in case of a mild illness or to care for a family member will continue. The employee is responsible for informing their supervisor/department head of this decision in accordance with normal policy. This will be re-evaluated prior to April 2 (effective date of the Families First Coronavirus Response Act). (This status is not available to temporary employees.)

f. SICK, VACATION, COMPENSATION, PERSONAL DAY: These categories remain unchanged from past usage.
g. PRIVACY. Any time we are discussing or reporting employee status, we must preserve the privacy rights of our employees particularly regarding actual or suspected illness.
APPENDIX D

COVID-19 INSTRUCTIONS FOR DEPARTMENT HEADS AND SUPERVISORS

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- Name of Employee:
- Phone Number(s):
- Date of Diagnosis:
- Who Provided the Diagnosis:
- Contact Information of Doctor or Clinic Diagnosis:
- Date of Symptom Onset:
- Date of Last Day of Work:

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- Known Contact with other persons (name and phone if possible):

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- In the normal course of the work day, did the employee move between offices? If so, which ones:

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- Name of Confirmed COVID-19 Patient:

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- Location where contact occurred:

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- Nature of Contact:
STATUS 1: EMPLOYEE WITH CONFIRMED COVID-19 FOLLOWING A TEST BY HEALTHCARE PROVIDER:

When finished acquiring this information, pass it immediately to the HR Department or County Administration (#8418 or #8601). If you send a report by email, be sure to follow it up with a phone call. HR/Admin will take responsibility for forwarding the information on to the Health Department. HR/Admin, after consulting with the Health Department, will pass specific instructions back to the department head or supervisor.

HR will contact the employee for permission to use his/her name and diagnosis to alert employees who might have been in close proximity. Until that permission is received or HR issues further guidance, Department Heads and Supervisors should keep the diagnosis to members of the chain of command.

Anticipated Outcome: Home quarantine and/or hospitalization

County Employee status: “SICK” (if employee’s leave bank is exhausted, department head is to contact HR.)***

Buildings & Grounds will be notified by HR/Admin to sanitize the work area.

STATUS 2: EMPLOYEE DIAGNOSED WITH SYMPTOMS OF COVID-19 AFTER HEALTHCARE PROVIDER SCREENING BUT NO CONFIRMED DIAGNOSIS (NO TEST):

When finished acquiring this information, pass it immediately to the HR Department or County Administration (#8418 or #8601). If you send a report by email, be sure to follow it up with a phone call. HR/Admin will take responsibility for forwarding the information on to the Health Department. HR/Admin, after consulting with the Health Department, will pass specific instructions back to the department head or supervisor.

HR will contact the employee for permission to use his/her name and diagnosis to alert employees who might have been in close proximity. Until that permission is received or HR issues further guidance, Department Heads and Supervisors should keep the diagnosis to members of the chain of command.

Anticipated Outcome: Home quarantine for 14 days or 3 days after symptoms disappear, whichever is greater.

County Employee status: “SICK” (if employee’s leave bank is exhausted, department head is to contact HR.)***

Buildings & Grounds will be notified by HR/Admin to sanitize the work area.

STATUS 3: SELF-REPORTED SYMPTOMS OF ILLNESS:

When finished acquiring this information, advise the employee to remain at home and keep the department head/supervisor informed daily of status.

Anticipated Outcome: Self-quarantine for minimum of 3 days and report daily observations to supervisor. If condition deteriorates, employee should contact healthcare provider for screening or testing.

County Employee status: “SICK” (if employee’s leave bank is exhausted, department head is to contact HR.)***

STATUS 4: SELF-REPORTED CLOSE PERSONAL CONTACT* WITH INDIVIDUAL WITH CONFIRMED COVID-19 DIAGNOSIS (BUT NO SYMPTOMS):

*Close personal contact is defined as spending at least 10 minutes within 6 feet of the individual with confirmed COVID-19

When finished acquiring this information, advise the employee to remain at home and keep the department head/supervisor informed daily of status.

Anticipated Outcome: Self-quarantine for minimum of 14 days after last know contact.

County Employee status: “COUNTY DIRECTED QUARANTINE FOR NON-ILLNESS REASONS”

STATUS 5: SELF-REPORTED “CASUAL” CONTACT** WITH INDIVIDUAL WITH CONFIRMED COVID-19 DIAGNOSIS (BUT NO SYMPTOMS):

**Casual contact is undefined, but might include less than 10 minutes or further than 6 feet from the individual with confirmed COVID-19.

When finished acquiring this information, advise the employee to remain at home and keep the department head/supervisor informed daily of status.

Anticipated Outcome: Return to work w/ self-observation. Self-quarantine immediately if symptoms occur.

County Employee Status: WORKING; "WORKING VIA REMOTE ACCESS"; "AVAILABLE BUT NOT AT WORK" or, at employee’s request, “SELF QUARANTINED FOR NON-ILLNESS REASONS”

TO THE GREATEST EXTENT POSSIBLE, SUPERVISORS AND DEPARTMENT HEADS ARE DIRECTED TO PRESERVE THE PRIVACY OF AFFECTED INDIVIDUALS. ALL STAFF SHOULD BE REMINDED THAT DISCLOSURE THROUGH PHONE OR SOCIAL MEDIA THAT JEOPARDIZES THE PRIVACY RIGHTS OF ANY EMPLOYEE OR CLIENT WILL BE CAUSE FOR DISCIPLINARY ACTION.

***After April 1, the Families First Coronavirus Response Act goes into effect. We will provide more information on this under separate cover.
ENTRY SCREENING QUESTIONNAIRE

* Do you have any of the following symptoms?
  ◦ Fever greater than 100°F
  ◦ Severe cough
  ◦ Shortness of breath
  ◦ Muscle aches
  ◦ Chills
  ◦ Sore throat
  ◦ Runny nose or congestion
  ◦ Nausea or diarrhea
  ◦ New loss of taste or smell

If you answer “YES” to any of the above symptoms:
  • You will NOT be permitted access to County facilities. Please self-isolate at home and contact your primary care physician if you need medical assistance.
  • If you are a County employee, inform your supervisor immediately, and then contact your primary care physician.

If you answer “NO” to any of the above symptoms:
  • Agree to having your temperature taken upon request
  • Agree to wear a face covering at all times while in any spaces designated as “Enclosed Public Space”
  • Agree to maintain social distancing

Then you may enter this County facility.

Name: ____________________________________________ Date: ______________________

Screener Initials: __________________________
APPENDIX F
SIGNAGE”.

1. Facility Exterior (Phase I Only)

During this Phase I, a standard sign such as this will be prominently displayed at the Visitor Entrance on all County Facilities. (Note: these signs will be replaced with a different version when the County enters the “Phase II Protective Posture”).

ATTENTION!
ANIMAL CONTROL will be CLOSED TO THE PUBLIC as of Monday, 3/23/2020.
Phone Number: 269-927-5648 / after hours call Dispatch
Email Address: Animalcontrol@berriencounty.org
Website: Facebook or www.berriencounty.org

SERVICES AVAILABLE DURING EMERGENCY:
Appointments must be made in advance with office staff.
Closed to public on SATURDAYS.
Description of Services available during Emergency: High priority calls only.

2. Enclosed Public Space (Phase I and II)

ATTENTION!
In accordance with Governor Whitmer’s Executive Order 2020-59
this area has been designated an “ENCLOSED PUBLIC SPACE”.
At a minimum, ALL visitors and employees in this area must
wear a face covering and maintain social distancing.

Thank you!
3. **Hygiene. All restrooms (Phase I and II)**

![Image of hygiene signs]

During this Phase I and II, restrooms have been equipped with soap and water for 20 seconds to sanitize hands. Recommended hand washing stations are available for proper hand washing. Symptoms include:

- Fever
- Cough
- Breathing difficulty

Prevention - Start with washing your hands:

- Wash hands often with soap and water for 20 seconds to wash off dirt and grime, and reduce the spread of germs.
- Avoid contact with eyes, nose, and mouth.
- Cover your mouth and nose when you cough or sneeze. Avoid touching your eyes, nose, and mouth.
- Avoid close contact (less than 6 feet) with people who are sick.
- Stay home when you are sick.
- For more information, visit spectrumhealth.org/COVID19

Sealing Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at 663-391-2350 to schedule a free virtual screening.

If your condition is life-threatening, call 911.

4. **Facility Exterior (Phase II Only)**

During this Phase II, two versions of a similar sign will be prominently displayed at the Visitor Entrance to all County Facilities. One version, like below, is for the Court Facilities.

![Image of facility exterior sign]

**PUBLIC SCREENING FOR ENTRANCE INTO COURTHOUSE FACILITIES**

ALL members of the public are required to be SCREENED before entering a courthouse facility.

1. **Do you have a fever greater than 100.4 degrees?**
2. **Do you have a cough or a sore throat (coughing, chronic cough due to known medical reason)?**
3. **Do you have shortness of breath?**
4. **Do you have at least two of the following symptoms:**
   - Fever
   - Chills
   - Repeated chills with elevated muscle pain

5. **Have you had close contact in the last 14 days with someone with a COVID-19 diagnosis?**
6. **Have you traveled internationally within the last 14 days?**

If YES to any of these questions, you will be DENIED ENTRANCE to the premises. A card will be provided to you with information on how to reschedule your hearing or conduct your business with the court in another way.

Pursuant to MCR 8.110(p), members of the public or staff that refuse to wear required face coverings or adhere to social distancing requirements MAY BE ASKED TO LEAVE THE COURT FACILITY.
This version is for the exterior doors on all other facilities.

5. Social Distancing Sign.
6. Parks Department Signage.
COVID-19 SCREENING COMPLETED

Employee Name: ________________________________

Date of Screening: ______________________________

Initials of Issuer: _______________________________

This pass is valid ONLY on the date above.

Employee is directed to destroy this pass at the end of the workday.
APPENDIX H

BERRIE COUNTY

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

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

1.) It complies with Michigan Executive Orders #2020-42 dated Thursday, April 9, 2020 and later.

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 Berrien County website and at each Berrien County facility where in-person operations take place during the COVID-19 emergency.

Berrien County:

Signature: [Signature]

Name of Official: William A. Wolf

Title: County Administrator

Date: 6/11/20