

Communicable Disease (COVID-19) Policy Guidelines

Based on regulations and guidance from local, state, and federal authorities (see Appendix A), WCCD staff has developed the following guidance for office, field and volunteer program implementation. WCCD staff will review and revise this document as local, state, and/or federal policies change.

Stay-at-Home Executive Orders have been lifted but social distancing practices are required and/or recommended by federal, state and local authorities. The Washtenaw County Conservation District (WCCD) is permitted to advance events and field work at a reduced scale. A reduced scale equates to minimizing activities and efforts in a way that still accomplishes the baseline program goals.

To advance programs during social distancing periods, the Executive Director will develop plans for scaled back or alternative program implementation, identifying the baseline program goals and distribution goals, staffing needs, and identifying what could be satisfied utilizing virtual options. If programming cannot be conducted while meeting social distancing guidelines identified in Appendix A, WCCD will not proceed.

If any individual (staff, volunteer, or intern) does not feel comfortable participating in field work and/or engaging with other individuals through WCCD programs during the COVID-19 pandemic, they are encouraged to discuss their concerns with the Executive Director.

Office and Shared Working Space

As tenants in a Washtenaw County-owned building, the WCCD will follow guidelines from the County Health Department and adopted by Washtenaw County Administration.

Physical Distancing

Physical distancing should continue to be implemented as directed by state and local health authorities. Physical distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible. Strategies include:

- Implementing flexible worksites (e.g., telework);
- Implementing flexible work hours (e.g., staggered shifts);
- Increasing physical space between employees at the worksite;
- Increasing physical space between employees and customers (e.g., partitions, floor markings at customer service desks, limitations on the number of people allowed in a facility);
- Use technology to conduct virtual meetings;
- Postpone any work-related travel;
- In-person meetings should be avoided until further notice. All efforts should be toward conducting business using technology tools such as video conference, email and phone as much as possible.
- ALL meeting rooms, workout rooms, and common spaces, including the Learning Resource Center are CLOSED until further notice. **All meetings shall be held virtually.**

Based on the Washtenaw County Health Department advisory that all employees are encouraged to work from home when their work permits, WCCD staff will work from home on a rotating basis.

- One WCCD staff member and not more than two will be present in the office at all times during office hours (8-4:30 p.m.) unless out in the field.
- One to two members of the public may be allowed into the office at a time (depending on the number of staff in the office), only when they are able to pass the screening questions.
- No more than 4 individuals may be in the WCCD office at one time, provided that masks are worn and a minimum of 6' of distance is maintained between individuals.

Screening

Screen all staff and members of the public who enter the office space with the following questions:

- Do you have symptoms of fever, cough, shortness of breath, sore throat, chills, repeated shaking with chills, muscle pain, headache, diarrhea or new loss of taste or smell that may not be attributable to regular symptoms related to a chronic medical condition? Yes/No
- Have you had close contact in the last 14 days with an individual diagnosed with COVID-19? Yes/No
- Have you travelled internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside of Michigan? For purposes of this screening, commuting is defined as traveling between one's home and work on a regular basis. Yes/No

If an employee answers "yes" to any of the screening questions, the employee is not permitted to work and should self-isolate/self-quarantine at home for:

- If symptoms are present, a minimum of 7 days since symptoms first appear. Must also have 3 days without fevers and improvement in respiratory symptoms;
- 14 days if the employee had close contact with an individual diagnosed with COVID-19; or
- 14 days following international or domestic travel.

Cleaning and PPE

The WCCD will provide sufficient PPE to all employees who need to be on site in order to work. Staff will wipe down shared surfaces with disinfectant at the beginning, middle and end of the day. Any surface touched by a member of the public will be disinfected (pens, clipboards, chair arms). A sanitizer dispenser will be located next to the WCCD office entry.

Board Meetings

The WCCD monthly board Meetings will be conducted virtually either by phone or online platform unless otherwise noted until further notice. If the weather and light permits, board meetings may be held outdoors but only if board members and staff pass screening questions and follow State and County guidelines (see Appendix A for details).

State of Michigan Executive Order no 2020-154 extends the allowance of remote meetings as meeting the requirement of the Open Meetings Act (OMA). All Board Meeting dates and times as well as call-in information will be posted on the WCCD website at least 24 hours before the meeting begins.

Field Visits

Once the “stay at home“ order is lifted by local, state, and/or federal authorities (see Appendix A), the WCCD will continue to maintain social distancing measures until further notice but may begin conducting site visits for the MAEAP and Farm Bill Programs. In person visits should only be done if necessary. Otherwise, phone visits or online visits are possible.

- Prior to visit:
 - Call and confirm with the producer/landowner that they are currently healthy/not sick (use screening questions provided above);
 - Make sure that anyone living with the producer/landowner is not currently sick;
 - Ensure that no one in the household has been sick within the past two weeks;
 - Ensure that the technician/family member of technician has been sick within the past two weeks.
- During the Visit:
 - Complete visit without the landowner while on the property if possible;
 - If anyone has been sick recently this is a way for the visit to continue.
 - Maintain a distance of 6 feet if talking to a producer/landowner
 - Technician will wear a mask while at site;
 - Technician will not enter the private home of a producer/landowner;
 - Ask the landowner where certain features are prior to the visit;
 - Ask to enter certain buildings/ask them to be unlocked
- Documents:
 - Share all documents electronically if possible;
 - When handing over documents wipe them down if appropriate;
 - Accept any documents in person with gloves;

Resource Distribution Guidelines

The Executive Director must implement the following procedures and ensure compliance by all program participants (staff, volunteer or intern) while social distancing measures are still being encouraged by local, state, and/or federal authorities (see Appendix A).

- Volunteers will be notified on safety requirements and guidelines prior to the event;
- All staff and volunteers are required to wear a mask at all times, unless in an entirely outdoor area and with 6 foot between individuals;
- Volunteers and staff will be screened (using questions above) when they arrive;
- Volunteers, interns, and staff must always maintain 6 feet of distance between themselves and all other individuals not of the same household;
- All equipment must be disinfected following use by each individual including clipboards, writing utensils, etc. Participants must wipe or spray with disinfectant prior to use by another participant and prior to storing equipment at the conclusion of event;
- To the extent possible, individuals will be assigned jobs during an outing to minimize equipment transfers between people;

- Wash hands thoroughly or utilize hand sanitizer before and after using any equipment and after coughing, sneezing, or blowing their nose.

Appendix A: COVID-19 Regulations

Federal Government

- Non-mandatory recommendations, no end date
- CDC
 - If sick, stay home, notify employer
 - If confirmed COVID, notify all employees
 - If contact with COVID case, notify employer
 - Take more care for older adults and individual with chronic medical conditions
 - Clean and disinfect frequently touch objects
 - Avoid using another employees' equipment
 - Practice social distancing
- OSHA
 - Frequent and thorough hand washing by all
 - Stay home if sick
 - Respiratory etiquette (covering coughs and sneezes)
 - No touch tissues and trash receptacles
 - Physical distancing
 - Avoid sharing equipment
 - Routine cleaning and disinfecting of surfaces and equipment
 - Isolate suspected COVID infected individuals

State Executive Order: No. 2020-176

Executive Order in effect starting September 4, 2020

1. **Remote work.** Except in Regions 6 and 8, any work capable of being performed remotely (i.e., without the worker leaving his or her home or place of residence) must be performed remotely. Although not required, in Regions 6 and 8, any work capable of being performed remotely should be performed remotely.
2. **Individual responsibility.** Any individual who leaves his or her home or place of residence must:
 - a. Follow social distancing measures recommended by the Centers for Disease Control and Prevention ("CDC"), including remaining at least six feet from people from outside the individual's household to the extent feasible under the circumstances; and
 - b. Follow the rules described in Executive Order 2020-153, Masks, or any order that may follow from it.
3. **Public accommodations restrictions.** Subject to the exceptions in section 8 ("Regions 6 and 8") and 9 ("Exceptions"), the following places are closed to entry, use, and occupancy by members of the public:
6. **Gatherings, events, and large venues.**

- a. Except in Regions 6 and 8 (see section 8), social gatherings and organized events among persons not part of the same household are permitted provided that organizers and venues ensure that:
 1. Persons not part of the same household maintain six feet of distance from one another, including by designing the gathering or event to encourage and maintain social distancing;
 2. If a gathering or event is indoors, it does not exceed 10 people; and
 3. If a gathering or event is outdoors, it does not exceed 100 people.
 4. Subsection (a) applies to workplace gatherings and events (such as meetings and trainings) but does not apply to the incidental gathering of persons in a shared space, including an airport, bus station, factory floor, restaurant, shopping mall, public pool, or workplace.

Region 1 includes the following counties: Monroe, Washtenaw, Livingston, Genesee, Lapeer, Saint Clair, Oakland, Macomb, and Wayne.

Washtenaw County Administrator

Dated May 13, 2020

EMPLOYEE/CUSTOMER SAFETY IN THE WORKPLACE:

Washtenaw County will follow the recommendations of our health department, the CDC and the WHO to ensure the health and safety of our employees and the general public. We will seek to provide sufficient PPE to all employees who need to be on site in order to work, and will continue to provide a higher level of cleaning to all county spaces where staff and the public interact, and to those surfaces that are frequently touched by multiple people, and will expect that the protocols for screening those coming into buildings are sound. These actions will be taken in order to provide a safe working environment, and to ensure that the County is able to provide a continuity of our services for the foreseeable future.

Physical Distancing:

NOTE: ALL meeting rooms, workout rooms, and common spaces, including the Learning Resource Center are CLOSED until further notice. All meetings shall be held virtually. Physical distancing should continue to be implemented as directed by state and local health authorities. Physical distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible. Strategies include:

- Implementing flexible worksites (e.g., telework);
- Implementing flexible work hours (e.g., staggered shifts);
- Increasing physical space between employees at the worksite;
- Increasing physical space between employees and customers (e.g., partitions, floor markings at customer service desks, limitations on the number of people allowed in a facility);
- Use technology to conduct virtual meetings;
- Postpone any work-related travel. In-person meetings should be avoided until further notice. All efforts should be toward conducting business using technology tools such as video conference, email and phone as much as possible.

Personal Hygiene, Environmental Cleaning and Disinfection

According to the Centers for Disease Control (CDC), spread from person-to person is most likely from close contact (within 6 feet) with another person.

Person-to-person spread is thought to occur mainly via respiratory droplets, produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds;
- When soap and running water are unavailable, use an alcoholbased hand rub with at least 60% alcohol;
- Always wash hands that are visibly soiled;
- Avoid touching your eyes, nose, or mouth;
- Cover your cough and sneeze;
- Avoid close contact with people who are sick and do not report to work if you are sick;
- Wear a cloth face covering when in public places, or in close proximity to other people;
- Report symptoms or exposure to potential/confirmed COVID-19 infected persons in the workplace to your manager as soon as possible.

The county has implemented enhanced cleaning protocols for facilities and those protocols will remain in place indefinitely. Break rooms and other common areas should have restricted use to limit the number of people congregating at one time so they may abide to appropriate physical distancing guidelines. Each department shall evaluate their common spaces and post maximum occupancy until further notice. Employees are responsible for cleaning their own personal workspace, such as keyboards, mouse, desktops and office doorknobs.

Personal Protective Equipment:

Washtenaw County will strive to provide appropriate facemasks and gloves to all employees required to be in an office to do their work. Employees are expected to wear masks while in county buildings, however masks may be removed when employees are able to work alone in an enclosed space.

Employees are expected to maintain at least 6 feet of separation between one another, as well as between themselves and members of the public.

Use of Gloves

Many employees have expressed a desire to wear disposable gloves in workplace settings. If an employee does not have a need to wear gloves based on an existing hazard assessment, gloves are not recommended for general use in typical office settings to protect employees from exposure to coronavirus. Gloves are recommended when using disinfectant for cleaning

in accordance with the manufacturer's instruction on the Safety Data Sheet.

Using gloves may give users a false sense of security and lead to greater fomite transmission when used for prolonged periods of time. Employees should instead follow guidance on proper hand hygiene and avoid touching your eyes, nose and mouth.

Face Coverings

Face covering will be required for all persons in settings where physical distancing of greater than six feet cannot be maintained. For office staff, this means that face coverings are required in common areas such as elevators, hallways or other workplace situations where physical distancing is difficult to maintain.

Face coverings are not surgical masks, N-95 respirators or face shields, which are critical supplies that are being reserved for health care workers and first responders. A face covering is intended to prevent someone who may have coronavirus from spreading droplets in the air unknowingly due to a lack of symptoms. Studies have estimated that a significant percentage of people who contract coronavirus may not show any symptoms at all.

A face covering is not a substitute for physical distancing, frequent hand washing and other everyday preventive actions. County employees are encouraged to use face coverings if in public and should utilize them in workplace settings where proper physical distancing could be difficult to maintain.

- Coverings should be worn for no more than one day and laundered daily on the hottest wash setting. Staff are not to reuse a previously worn cloth face covering without washing.
- In taking on and off a face covering, you will likely touch your face. As such, please wash your hands with soap and warm water for at least 20 seconds. If soap and warm water are not available, use an alcohol-based sanitizer that contains at least 60% alcohol every time before and after removing or putting on your mask.
- Do not put a used face covering in places where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.
- Do not throw your face covering loose (without secondary containment) in a bag or backpack. We recommend keeping a paper bag with you to store your face covering if you will be taking it off outside your house.
- The CDC has created a website with instructions for making a face covering with household materials. You can also watch this instructional video. We encourage you to make a face covering that you own, that can be used outside of a work setting, and that can be reused to prevent waste.

Disposable Face Coverings (AKA Surgical Masks)

- If cloth masks become unavailable for all employees, the county will

supply medical face masks for staff.

- The utilization of face covering is mandatory for any individual who enters a county facility. Disposable masks will be made available to those members of the public who require one in order to conduct in-person business with us.
- Masks will be provided in the lobby of each building that serves the public, or via supervisors and managers at other county facilities. Staff should use hand sanitizer before taking a mask out of the box and putting it on.
- Recommended use is one mask per day.
- Replace the mask if visibly soiled or dirty
- After a full day of wearing a mask, dispose of it in the garbage
- In offices or areas where staff transfer their garbage to a central receptacle, employees are asked to do so with increased frequency.

Select county employees and contractors who do not regularly use N-95 respirators may be issued one if they operate on worksites where the county cannot exercise control of the site. N-95 respirators are in short supply and must be reserved primarily for health care workers and first responders. Units are directed to contact Risk Management with questions or concerns.

Employee, Contractor and Visitor Screening

Washtenaw County will screen all employees at the beginning of their shift or upon entry into a county facility. Those who refuse screening or answer yes to any screening question will not be allowed to enter. Temperature checks at screening locations will be discontinued except as required for first responders. Refer to Appendix A for the Screening Form.

Screening questions include:

- Do you have symptoms of fever, cough, shortness of breath, sore throat, chills, repeated shaking with chills, muscle pain, headache, diarrhea or new loss of taste or smell that may not be attributable to regular symptoms related to a chronic medical condition?
Yes/No
- Have you had close contact in the last 14 days with an individual diagnosed with COVID-19? Yes/No
- Have you travelled internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside of Michigan? For purposes of this screening, commuting is defined as traveling between one's home and work on a regular basis. Yes/No

Answers to screening questions should not be documented, except for employees who answer yes to any screening question, in which case they should be directed to complete the COVID Leave of Absence Request Form (https://ewashtenaw.formstack.com/forms/employee_leave_request). The supervisor should email a daily log of any employees responding yes to any of the screening questions to Chyanne Duncan. Any copies in the department's possession should be destroyed and not retained outside Human Resources.

Recording of screening questions for contractors and visitors is not necessary.

Employees entering county facilities should report to their supervisor or designated area for screening before proceeding to their respective offices. If stacking of staff at the screening area becomes an issue, employees are also encouraged to conduct employee screening over the phone to their supervisor. Should a department implement additional screening procedures, employees shall comply, unless an accommodation has been approved by Human Resources. Department Heads are required to confirm with their employees that they are completing screening when reporting to work.

If an employee answers “yes” to any of the screening questions, the employee is not permitted to work and should self-isolate/self-quarantine at home for:

- If symptoms are present, a minimum of 7 days since symptoms first appear. Must also have 3 days without fevers and improvement in respiratory symptoms;
- 14 days if the employee had close contact with an individual diagnosed with COVID-19; or
- 14 days following international or domestic travel.

In addition to screening questions, first responders operating as a healthcare provider shall:

- Self-monitor for fever with twice-daily temperature measurements and for symptoms consistent with COVID-19.
- If you have had a known high-risk exposure to a patient(s) with confirmed COVID-19, you should take extra care to monitor your health but can keep working. There is no requirement for 14-day quarantine of healthcare workers with high-risk exposures in the setting of sustained community transmission.

First responders should limit interaction and access to their facilities by employees in other departments during the pandemic.

Employees who are sent home after screening should enter their time as directed above using “C-19 Emergency Paid Sick” in the “Other Hours” column, which stands for COVID-19 Emergency Paid Sick – FFCRA.

ILLNESS AND COVID-19 DIAGNOSIS

If you are ill and have symptoms of COVID-19, are diagnosed with COVID19 or you have had close contact with someone who is diagnosed with COVID-19, stay home and follow your healthcare provider’s instructions.

- Do not come into the workplace.
- Follow your unit’s normal call-in procedure to report your absence.

Managers should let the employee know (without asking questions beyond the daily screen protocols) that if he or she is experiencing COVID-19 symptoms (answered yes to any of the screening protocols), or calls in sick for more than three calendar days, they should contact Human

Resources as FMLA or other benefit provisions may apply. A designated Human Resources team member will discuss the situation with the employee and notify the manager if a leave of absence is approved.