



## **Livingston County Administration COVID-19 Preparedness and Response Plan**

**Date Implemented: May 20, 2020**

**Date revised: June 1, 2020**

## Preface

Livingston County Administration, in conjunction with the Livingston County Health Department (LCHD), developed this plan to enhance emergency response capabilities in Livingston County (the County) related to the coronavirus disease 19 (COVID-19) pandemic. The Livingston County Health Officer, or designee, is identified as the COVID-19 Workplace Coordinator for the County.

This plan, when used properly and updated, assists County officials in accomplishing one of their primary responsibilities – protecting the lives and property of their constituents. This plan becomes official when it has been signed and dated below by the concurring government officials.

This plan was approved by the Board of Commissioners on May 20, 2020.

## Record of Changes

Date of Changes	Completed By	Summary of Changes
5/20/2020	Lindsay Gestro	Changed checkboxes from icons to functional checkboxes, removed "Draft"
6/1/2020	Lindsay Gestro	Removed CARE booklet link at the end. This is an attached doc.

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- COVID-19 Screening Form
- Building Entrant Tracking Log
- COVID-19 Check and Record Every Day (CARE) Self-Monitoring Booklet

## **Introduction**

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) virus. Now at pandemic level, this situation poses a serious public health risk because this is a novel (new) strain of coronavirus and the population does not have immunity to it. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for the County to plan for how COVID-19 may affect their department. Lack of continuity planning can result in a cascade of failures if attempts to address challenges of COVID-19 are met with insufficient resources and inadequately trained workers performing under pandemic conditions.

## **Purpose**

In order to respond to the current state of emergency related to COVID-19 and to comply with relevant state and local orders related to COVID-19, the County has prepared this COVID-19 Preparedness and Response Plan in coordination with the Livingston County Health Department (LCHD). This document was developed from planning guidance based on traditional infection prevention and industrial hygiene practices. It focuses on the need for employers to implement engineering, administrative, and work practice controls and Personal Protective Equipment (PPE), as well as considerations and requirements for doing so.

This plan was created in an effort set forth to standardize requirements and recommendations needed to ensure the safety of all county employees and the public. All county departments are required to submit a completed COVID-19 Preparedness and Response Plan (see included template) to County Administration based on guidance developed by LCHD. Administration will review and approve all developed plans in consultation with the LCHD. The County used this guidance to help identify risks in workplace settings and to determine the appropriate control measures county departments must implement for the safety of staff and the public.

## **Assumptions**

This plan is not exhaustive as to the measures the County has chosen to implement in response to COVID-19 in the workplace and/or to seek to protect employees and the public served. The County reserves the right and discretion to implement, either generally, departmentally, or on a case-by-case basis such measures deemed prudent, permitted or required by law, and/or suggested or mandated by future guidance.

This may include, but is not limited to:

- Enhanced monitoring or testing;
- Sending employees home who appear to be displaying possible symptoms;
- Requiring a self-quarantine or isolation period and/or doctors release for employees who take sick leave based upon COVID consistent symptoms, who have reported high risk contact, who refuse to answer questions or submit to testing/monitoring, who are sent home by the employer, and/or who have traveled to areas or by means which the CDC has recommended quarantine or isolation. Such actions, if any, will be performed in adherence with all laws including confidential record requirements.

Where an employee has a medical condition that puts him or her at greater risk of a severe illness if he or she contracts COVID-19, that employee may request reasonable accommodations from the County through the Americans with Disabilities Act (ADA) Interactive process. Such request must be premised upon increased risk of COVID-19 illness or complications related to a medical condition of the employee. Under this process, the employee may be required to provide or authorize release of information to the County to determine whether the pre-existing medical condition rises to the level of a disability and to verify the accommodation is needed because the particular disability may put the employee at higher risk.

In appropriate cases, the County and employee will engage in the interactive process to determine what, if any, accommodation may be or will be reasonably granted. By law, employers like the County are not required under the ADA to provide employees with reasonable accommodations because they live in the same household as a person who is at greater risk of severe illness if he or she contracts COVID-19.

It is also understood that not all County employees reside in Livingston County and some coordination may need to take place between the employer and other local health departments as well as LCHD for the identification, notification and follow-up of positive cases.

### **Planning Considerations**

The COVID-19 pandemic is a fluid, rapidly evolving situation. Guidance is continually updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended. Additional considerations may be needed throughout this plan as COVID-19 outbreak conditions change and as new information is learned about the situation. This plan will be updated as needed to reflect these changes. Departments may be expected to update their own plans if drastic changes occur or the situation changes.

The County considered how best to decrease the spread of COVID-19 and lower the impact across county departments. This includes identifying and conducting mitigation activities to:

- reduce transmission among employees,
- maintain healthy business operations, and
- maintain a healthy work environment.

### **Implementation**

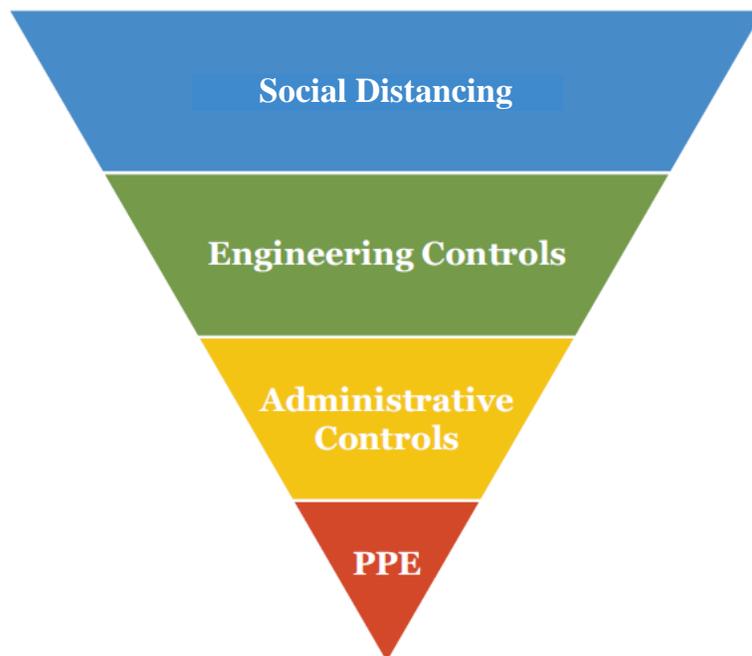
At this time, there is no identified treatment or vaccine for COVID-19. Currently, the use of nonpharmaceutical interventions (ex., social distancing, quarantine, isolation, etc.) are one of the only tools public health practitioners have to reduce the amount of morbidity and mortality. As businesses,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

In all sectors of our community, we must be able to:

- Swiftly identify and exclude contagious persons from contact with others
- Swiftly exclude exposed persons from contact with others
- Protect workers from exposure from asymptomatic or symptomatic co-workers
- Protect workers from exposure from asymptomatic or symptomatic public
- Protect the public from exposure from workers
- Protect the public from exposure from others in the public

There are four main hierarchy of controls:

- Social Distancing,
- Engineering/Environmental Controls,
- Administrative Controls, and/or
- Personal Protective Equipment (PPE).



Using the modified hierarchy of controls, COVID-19 mitigation measures can look like:

<p><b>Social Distancing</b></p>	<p>Keeping space between yourself and other people outside of your home. To practice social/physical distancing:</p> <ul style="list-style-type: none"> <li>• Stay at least 6 feet (about 2 arms’ length) from other people</li> <li>• Do not gather in groups</li> <li>• Stay out of crowded places and avoid mass gatherings</li> </ul>
<p><b>Engineering/ Environmental Controls</b></p>	<p>Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.</p>
<p><b>Administrative Controls</b></p>	<p>Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.</p>
<p><b>PPE</b></p>	<p>PPE is protective items worn to help prevent against exposures. The types of PPE worn may vary based on the task. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.</p>

These techniques are further defined below as a reference for county departments as they prepare to implement changes and return to the “new normal”. Some departments may find that they are already sufficiently prepared to return to operations while others may need to take some or many steps to ensure the safety of their staff and the public they serve.

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

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

Strategies and recommendations for different types of controls and measures to take at your location are further defined below. Requirements that must be fulfilled by the departments are listed first. All county departments must comply with identified requirements.

## Social Distancing Strategies

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Establish policies and practices for social distancing in the workplace. Identify areas in your building where employees and the public may be in close contact with one another.

### ***Employee Spacing***

#### ***Requirements***

- Increase physical space between employees at the worksite. Ensure that employees limit close contact (stay 6 feet apart) and follow PPE requirements (see PPE section below).
  - Limit the number of people in elevators, bathrooms, meeting spaces, break areas, locker rooms, and other common spaces; determine if there is a need to redesign office spaces and environment or layout.
  - Encourage employees to remain in their assigned work areas as much as possible.
  - Adjust floorplan to allow for desks to be spread apart. If staff share communal desk areas, split staff apart and move them into unused meeting rooms so they can spread out.
- Prevent employees from driving together in the same vehicle. If work vehicles are shared by multiple people, assign each staff member to the same vehicle for tracking purposes in case you need to notify other staff of a possible exposure.

### ***For interacting with the public***

#### ***Requirements***

- Reconfigure floor space to increase physical space between employees and the public (e.g. reduce the amount of chairs in the waiting areas, use smaller displays, strategically place tables apart from, etc.).
- Utilize spacing tools for checks and lines (including outdoor lines).
  - For example, put tape on the floor to keep people adequately spaced, or place arrows in the aisle to direct the flow of movement in one direction.
- Identify alternate methods to provide services to the public when feasible. Determine which options best apply to your department:
  - Deliver products/services through curbside pick-up or delivery to prevent patrons from entering including options for electronic payment (e.g., online, over the phone, etc.).
  - Deliver services remotely (e.g. phone, video, or web).  
Provide services by appointment only to control how many people enter.
- Use videoconferencing or teleconferencing when possible for in-person site visits or meetings with the public.
- If social distancing cannot be accommodated based on your department's layout, then limit the number of people in the establishment at one time to ensure enough space is available to social distance.

## ***Scheduling***

### ***Recommendations***

- Implement flexible worksites (e.g., telework).
- Implement flexible work hours (e.g., staggered shifts).
- Consider scheduling the same staff together to reduce the number of people exposed to others.
  - If someone becomes ill, it is easier to trace back to identify the other employees they may have been in contact with.
- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
  - When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.
- Consider downsizing operations or pausing low priority projects.
- Establish staggered lunch and break times for staff using shared lunch space.

## Engineering/Environmental Control Strategies

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Establish policies and practices for maintaining environmental strategies in the workplace. Evaluate your work location to determine where improvements could be made to allow for barriers to be created or installed and to remind staff to regularly clean and disinfect commonly used surfaces. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

### ***Controls for Employees – Cleaning and Sanitizing Requirements***

- Perform routine environmental cleaning and disinfection for all frequently touched surfaces in the workplace, such as workstations, coffee stations, kitchen areas, keyboards, telephones, handrails, and doorknobs.
- Remove “soft surfaces” from the facility. Switch to chairs without padding or cushions and remove cloth table covers or switch to plastic/vinyl so surfaces are easier to clean between use.
- Perform routine environmental cleaning and disinfection in areas where the public has access. Include all commonly touched items like pens, clipboards, countertops, chairs, door handles, computers, etc.
- Provide disposable wipes around the building so that commonly used surfaces can be wiped down by employees before each use. If disposable wipes are not readily available, a sanitizer solution can be used with paper toweling.
- Discourage workers from sharing phones, desks, offices, keyboards, cash registers or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Wipe down surfaces or contact points after the public utilizes a service or station in the building.
- If a staff member informs their supervisor that they have COVID-19 after being in the building:
  - Perform enhanced cleaning and disinfection of the building.
  - Work with Human Resources and the Health Department to identify communication and messaging needs for your department.
- Identify a process for cleaning shared vehicles between uses and stock wipes and sanitizer in each vehicle.
- Facility Services will increase the frequency they are in the facility to clean. The Facility Services COVID-19 Response Plan provides more detailed information about how cleaning is completed in the public/common areas of each county building.

### *Recommendations*

- Departments should consider establishing a cleaning schedule dependent on shared spaces and workstations.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

### ***Building/Workspace Adjustments***

#### *Requirements*

- Post indoor/outdoor signage where it is likely to be seen by employees and the public regarding the requirement for wearing a face cover to enter and signage about not being allowed to enter if you have symptoms.
- Place hand sanitizer in employee common areas like coffee stations, kitchen areas, meeting rooms, and near printer stations.
- Ensure that employees practice good hygiene. Employees should wash their hands thoroughly with soap and water for 20 seconds upon first arriving to work, after using the restroom, before and after eating and frequently throughout the day.

### *Recommendations*

- Post indoor/outdoor signage where it is likely to be seen by employees and the public regarding:
  - Occupancy limits
  - Department contact information (phone numbers)
  - Scheduling
  - Instructions for curbside or pick-up services
  - Additional recommendations for entry (ex., complete paperwork before entry, no children under 16, no cash payments, etc.)
  - Healthy habits (ex. handwashing, social distancing instructions, staying home when sick, etc.)

***See links below for some examples of signage/information to post.***

- If employees use shared desk space or work areas, consider purchasing each employee a mouse and keyboard they can use as their own to reduce the risk of spreading germs.
- Install temporary or permanent barriers to reduce the risk of exposure and the spread of germs between staff who work in a common area like glass, Plexiglas, or paneling.
- Create a physical barrier (like installing glass, Plexiglas, or paneling) between the public and staff that ensures a 6 foot distance at routine points of contact (e.g. purchase point, registration, or document review station).
- Increase ventilation rates.
- Increase the percentage of outdoor air that circulates into the system.

## ***Controls for Interacting With the Public***

### ***Requirements***

- Appropriate hand hygiene for worksite visitors including the public and anyone entering the building (ex. IT, deliveries, mail, Facilities, etc.).
  - Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
  - Place hand sanitizer in multiple locations for the public to encourage hand hygiene.
- Remove all magazines, books, newspapers, menus or other unnecessary papers that patrons touch.

### ***Recommendations***

- Provide tissues and no-touch disposal receptacles.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.
- Restrict the public from walking through or entering unnecessary areas within the building and close areas where physical distancing is not practical.
- Consider identifying bathrooms for public use and bathrooms for employee use.
- Consider requiring all entry to the building be made through a single entrance to control who enters.

## Administrative Controls

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Take proactive initiative in planning for how employees will return to work. Review policies and procedures and adjust as needed to reduce or minimize exposure during the pandemic. Identify how your department may need to shift and adapt current practices to allow for changing state and local requirements, laws, and orders.

### ***Workplace Communications and Training***

#### *Requirements*

- Communicate regularly with employees and the public regarding the status of your operations as well as any changes to policies, procedures or new requirements.
  - Develop a communication plan for how and when the department plans to communicate with staff and the public (ex., using email, social media, newsletters,  media, press release, etc. to announce hours, closures, or restrictions when entering the building.)
- Identify a workplace coordinator to be responsible for COVID-19 related issues and the impact at the workplace.
- Staff must receive education and training about the importance of taking healthy precautions to protect themselves and others from the spread of germs.
  - Provide training and resources about proper steps for handwashing, coughing/sneezing etiquette, cleaning and sanitizing procedures, social distancing, etc.

### ***Health Monitoring***

#### *Requirements*

- Employees must self-monitor and track their own health by keeping a daily log of symptoms and temperature so they can identify any changes in their health in a timely manner. Instruct employees to monitor and record their health prior to coming to work and if they are symptomatic, to stay home or seek medical care if needed.
  - Share the COVID-19 Check and Record Every Day (CARE) Self-Monitoring Booklet with employees as an example of a self-monitoring tracking log to as well as instructions for how to properly take a temperature and monitor personal health.
- Do not allow symptomatic staff to enter the building.
- Do not allow symptomatic public to enter the building.

#### *Recommendations*

- If the services your department provides requires interactions of more than 15 minutes with a member of the public, consider screening the health of the person coming in for services prior to entry. *See included sample screening form and visitation log template.*
  - Note:** If you choose to screen incoming public at your location, there are **required** Health Insurance Portability and Accountability Act (HIPAA) rules you must follow if you plan to keep written health information provided by the public such as

the individuals name with symptoms, temperature, etc. LCHD suggests to conduct a verbal screening of the public upon entry instead of maintaining written screening checklists and to keep a written log of entrants.

- Consider keeping a log of the names of all outside individuals who enter the building.

## ***Leave and Telework***

### ***Requirements***

- Maintain flexible sick leave and time off/telework policies, consistent with public health guidance, that permit employees to stay home to care for a sick family member or to take care of children due to school and childcare closures.
- Continue COVID sick leave policy adopted by the Livingston County Board of Commissioners per Resolution #2020-05-136 approved on May 11, 2020 and subsequent revisions thereafter.

### ***Recommendations***

- If work can continue from home, allow for telework to continue to reduce the number of staff in your building and to limit exposure to others.
- Consider temporarily assigning employees at high risk for coronavirus to duties that don't involve close contact with the public. People at high risk include people who are over age 60, have underlying health conditions, or are pregnant.

## ***Employee Support and Mental Health Resources***

### ***Requirements***

- Ensure employees have access to and an awareness of the Ulliance employee assistance program (EAP) resources and community resources. Employees and their family members may need additional social, behavioral, and other services throughout the pandemic and down the road.
  - Provide this information multiple ways (ex. verbally, posted information, email, staff meetings, etc.).

***See links below for some examples of signage/information to post regarding local mental health resources for employees.***

## ***Contingency Planning***

### ***Recommendations***

- Assess your essential functions and the reliance the public has on your services or products.
  - Identify ways these services can still be provided as the situation changes.
- Be prepared to adjust your department's practices if needed to maintain critical operations (ex., identify alternative suppliers, prioritize existing public patrons, or temporarily suspend some of your operations).

- Identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
- Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools.
  - Identify additional staffing resources (ex., staff from other departments, staff at another site, volunteers, etc.).
  - Implement plans to adjust services provided based on absenteeism rates.
  - Allow staff to telework or work after hours.
  - Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Talk with companies that provide your department with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

## ***Return to Work***

### ***Requirements***

- Symptomatic or confirmed positive employees should follow current guidance from their local health department to meet the requirements for return to work. As more is learned about COVID-19, guidance for quarantine and isolation may change based on studies and lessons learned. Refer to current Centers for Disease Control and Prevention (CDC) guidance about return to work requirements or contact LCHD.

## Personal Protective Equipment (PPE)

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PPE is protective items worn by an individual to help prevent against exposures to risks like chemicals, diseases or airborne hazards. Examples of PPE include gloves, goggles, face shields, face masks, and various types of respiratory protection. The amount of PPE worn by an employee may depend on the tasks or activities that person is performing.

There are many types of masks and face coverings. For this pandemic, medical masks (N95 particulate filtering respirators, surgical masks, etc.) should only be worn by medical professionals or individuals at high risk of exposure who are performing aerosolizing procedures (CPR, autopsy, dental work, etc.).

If an employee is performing a low-risk task (a non-aerosolizing procedure like office work or interacting with the public through conversation or non-contact) the employee should wear a mask or face covering to prevent others from the spread of their own droplets (droplet precautions). These face masks should be a non-medical grade washable cloth mask, bandana, scarf, or other appropriate cover.

At a minimum, all employees are required to wear face covering (a mask or shield) at this time. The mask should fully cover the mouth and nose of the person and can be a cloth mask, scarf or bandana. Employees must be provided the option to choose to wear a face shield in place of a face mask if they are unable to wear a mask (ex., health issue that prevents wearing a mask, claustrophobic, etc.).

### ***Droplet Precaution Measures***

#### ***Requirements***

- All employees and worksite visitors, including the public and anyone entering the building (ex. IT, deliveries, mail, Facilities, etc.), must follow respiratory etiquette.
  - Provide employees with disposable or cloth masks or encourage them to use their own preferred mask (ex., cloth face covering, bandana, scarf, etc.).
  - Provide employees the option to wear a face shield if they prefer not to wear a face mask.
  - Public entering building are required to wear a face covering.
  - Provide employees with information for how to properly wear a mask including how to put it on and take off as well as information for how to store and re-use the mask if applicable.
  - Identify areas of the building where masks are required – communal areas and shared workspaces (ex., entering the building, traveling through hallways or common areas like lunch rooms, coffee/printer stations, and to speak with another co-worker).
  - Identify areas where masks do not need to be worn – personal workspaces (ex., employees working at their own desk as long as they are appropriately socially distanced from others or there are proper barriers in place).

- Providing employees with the option to wear disposable gloves if necessary for some tasks.

*Recommendations*

- If utilizing curbside services for operations, the public should remain in their vehicle and both the person in the vehicle and the staff member should wear a mask while interacting with each other.

## **Employee Illness**

Follow current CDC [interim guidance](#) to identify required restrictions from on-site work activities for employees who test positive for COVID-19. This guidance also provides planning considerations for community spread of COVID-19 to help prevent workplace exposures in non-healthcare settings.

To prevent stigma and discrimination in the workplace, use only the guidance described by CDC to determine risk of COVID-19 infection. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of people with confirmed coronavirus infection. There is much more to learn about the transmissibility, severity, and other features of COVID-19 as investigations are ongoing.

### ***Actively encourage sick employees to stay home***

Maintain a healthy environment for your employees and the public you serve. Educate your employees about the following:

- Employees who have COVID-19 symptoms (i.e., cough, shortness of breath, fever, chills, muscle pain, sore throat, new loss of smell or taste, or other less common symptoms reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea) should notify their supervisor and stay home.
- Sick employees with suspected or diagnosed COVID-19 should follow all CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and their local health department.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions in consultation with their local health department. Employees should not return to work until the criteria are met. As more is learned about COVID-19, guidance for quarantine and isolation may change based on studies and lessons learned. Refer to current CDC guidance about return to work requirements or contact LCHD.

### ***Separate sick employees***

Do not allow ill employees to come to work. Educate employees about the importance of staying home while sick with any illness, and follow this guidance for determining what to do with a sick employee:

- Employees who appear to have symptoms (i.e., cough, shortness of breath, fever, chills, muscle pain, sore throat, new loss of smell or taste, or other less common symptoms reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea) upon arrival to work or who become sick during the day should immediately be separated from other employees, the public, and visitors and sent home.
- If an employee is confirmed to have COVID-19, the employer should work with the local health department to identify possible close contacts. The employer may need to inform fellow employees of their possible exposure to COVID-19 in the workplace but must maintain confidentiality as required by HIPAA. The employer should instruct employees

about how to proceed based on guidance from the CDC and the local health department and LCHD.

### ***Confirmed Case of COVID-19 in the Workplace***

If an employee is confirmed to have COVID-19, there are certain steps the employer should take. Take the following steps for your department upon confirmation of a positive employee:

- Work with the local health department to identify all employees who may have come into close contact with the employee. A close contact is considered to be someone who was within less than six feet of the ill person for a prolonged period of time (more than 15 minutes) without PPE.
- 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 cleaning and disinfecting is completed.
- The employer may need to inform fellow employees of their possible exposure to COVID-19 in the workplace but must maintain confidentiality as required by the HIPAA. The employer should instruct employees about how to proceed based on guidance from the CDC and the local health department and LCHD. The employer may also need to communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

### ***Return to Work Requirements***

The interim guidance provided by the CDC for the [Discontinuation of Isolation for Persons with COVID-19](#) is updated frequently as more is learned about the virus. Typically, the guidance is based off of a certain timeframe from regarding symptom onset, testing, and the resolution of symptoms. If your department is still unclear about when a positive employee can return to work after reviewing the CDC guidance, contact the Health Department at 517-546-9850.

## Appendix A – Acronyms

Acronym	Meaning
ADA	Americans with Disabilities Act
CARE	Check and Record Every Day
CDC	Centers for Disease Control and Prevention
CMH	Community Mental Health
COVID-19	Coronavirus Disease 2019
EAP	Employee Assistance Program
HIPAA	Health Insurance Portability and Accountability Act
HSCB	Human Service Collaborative Body
LCHD	Livingston County Health Department
MDHHS	Michigan Department of Health and Human Services
PPE	Personal Protective Equipment
SARS-CoV-2	Severe Acute Respiratory Syndrome Coronavirus 2 – <i>the virus that causes COVID-19</i>

## Appendix B – Resource List and Links

### *Websites*

- LCHD
  - [www.lchd.org](http://www.lchd.org)
  
- CDC COVID-19
  - [www.cdc.gov/coronavirus/2019](http://www.cdc.gov/coronavirus/2019)
  
- CDC Frequently Asked Questions Page
  - <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
  
- Michigan Department of Health and Human Services (MDHHS) COVID-19
  - [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)

## Mental Health Support

Title	Description	Creator	Link
<p><b>Stay Home, Stay Well Resources</b></p>  <p>Michigan.gov/StayWell</p>	<p>Virtual ways to connect with emotional-support services without the need to leave home.</p>	<p>MDHHS</p>	<p><a href="https://bit.ly/2ymfidR">https://bit.ly/2ymfidR</a></p>
<p><b>“Stay home, stay Mindful”</b> Michigan Headspace</p>  <p>Stay home, stay Mindful.</p>	<p>This special collection of meditation, sleep, and movement exercises below are designed to help you keep a strong and healthy mind in the midst of this global health crisis. <i>Also available in an app for Apple and Android devices.</i></p>	<p>Headspace/ MDHHS</p>	<p><a href="http://www.headspace.com/mi">www.headspace.com/mi</a></p>
<p><b>Coping with the stress of COVID-19 Booklet</b></p> 	<p>Booklet/Newsletter with resources and methods for coping with stress and anxiety about COVID-19.</p>	<p>Livingston Human Services Collaborative Body (HSCB)</p>	<p><a href="https://bit.ly/3c8U9SO">https://bit.ly/3c8U9SO</a></p>
<p><b>Community Mental Health (CMH) Services</b></p> 	<p>CMH Services of Livingston County is open for business and continues to provide for the behavioral health and substance use disorder needs of our consumers and our community members.</p>	<p>CMH</p>	<p><a href="http://www.cmhliv.org/COVID19.htm">http://www.cmhliv.org/COVID19.htm</a></p>
<p><b>CDC Daily Life and Coping Tips</b></p>	<p>Various sections of CDC resources and tools for stress and coping with COVID-19.</p>	<p>CDC</p>	<p><a href="https://bit.ly/2YyDuEt">https://bit.ly/2YyDuEt</a></p>

## Signage

Title	Description	Creator	Link
<p><b>Germes are All Around You</b></p> 	<p>Reminder to wash your hands to reduce the spread of germs.</p>	<p>CDC</p>	<p><a href="https://bit.ly/2W3I2Ro">https://bit.ly/2W3I2Ro</a></p>
<p><b>Feeling Sick? Stay Home from Work Poster</b></p> 	<p>Poster about reminding people to assess their symptoms/health before entering a building.</p>	<p>CDC</p>	<p><a href="https://bit.ly/2YHDRN3">https://bit.ly/2YHDRN3</a></p>
<p><b>Stop the Spread of Germs</b></p> 	<p>Poster to show how to take actions to stop the spread of germs around you.</p>	<p>CDC</p>	<p><a href="https://bit.ly/2LoK9cF">https://bit.ly/2LoK9cF</a></p>
<p><b>Wash Your Hands</b></p> 	<p>Post in restrooms to remind staff and patrons the process for washing hands.</p>	<p>CDC</p>	<p><a href="https://bit.ly/2z9qKJR">https://bit.ly/2z9qKJR</a></p>
<p><b>STOP: Face masks required/ Do not enter if you are sick</b></p> 	<p>Poster to hang outside to remind staff and the public that they may not enter without wearing a mask or if they are symptomatic.</p>	<p>LCHD</p>	<p><a href="https://bit.ly/2T1BqRz">https://bit.ly/2T1BqRz</a> – 8.5x11in Landscape  <a href="https://bit.ly/3bsGK71">https://bit.ly/3bsGK71</a> – 8.5x11in Portrait  <a href="https://bit.ly/2WtJhtq">https://bit.ly/2WtJhtq</a> – 18x24in Portrait</p>

## Handouts

Title	Description	Creator	Link
<p><b>When is it safe to leave home?</b></p> 	<p>Fact sheet to explain to an employee when they can leave quarantine or isolation.</p>	<p>MDHHS</p>	<p><a href="https://bit.ly/2W4o09A">https://bit.ly/2W4o09A</a></p>
<p><b>Face Coverings Frequently Asked Questions</b></p> 	<p>Fact sheet to explain to employees the importance and reasons for wearing masks.</p>	<p>MDHHS</p>	<p><a href="https://bit.ly/2YDvmSY">https://bit.ly/2YDvmSY</a></p>
<p><b>COVID-19 Testing Process Matrix</b></p> 	<p>Fact sheet to explain to an employee what they should do if they think they were exposed to COVID-19.</p>	<p>MDHHS</p>	<p><a href="https://bit.ly/2WzdAO2">https://bit.ly/2WzdAO2</a></p>
<p><b>How to Protect Yourself and Others</b></p> 	<p>All-encompassing fact sheet to provide to employees about steps they should take to protect themselves against getting COVID-19.</p>	<p>CDC</p>	<p><a href="https://bit.ly/2zX5aIF">https://bit.ly/2zX5aIF</a></p>

<p><b>CDC Guidance for Cleaning and Disinfecting</b></p> 	<p>Thorough guidance about how and what to clean within the workspace environment.</p>	<p>CDC/EPA</p>	<p><a href="https://bit.ly/35HyuyR">https://bit.ly/35HyuyR</a></p>
<p><b>CDC Guidance for Cleaning and Disinfecting – Decision Tool</b></p> 	<p>Decision Tool for staff to identify the need and frequency of cleaning items they come into contact with.</p>	<p>CDC/EPA</p>	<p><a href="https://bit.ly/3fCVrb9">https://bit.ly/3fCVrb9</a></p>
<p><b>COVID-19 Check and Record Every Day (CARE) Self-Monitoring Booklet</b></p> 	<p>A booklet employees can use for self-monitoring to track and record their symptoms and temperature.</p>	<p>LCHD</p>	<p>See Attached</p>