

Washtenaw County Environmental Health

COVID-19 Preparedness & Response Plan to Return to Work

To protect employees, coworkers and customers, Environmental Health staff with the Washtenaw County Health Department will adhere to the following:

Administrative Controls:

1. **Symptom Monitoring:** All staff will self-monitor for symptoms of COVID according to the State Executive Orders. Employees are encouraged to check themselves for [symptoms](#) before leaving their home each day for the office or a field location. If an employee has symptoms consistent with COVID-19, they are to contact their supervisor as soon as practical.
 - a. **Office:** A forehead thermometer, alcohol wipes, and an iPad and/or QR code will be set up on the table near the rear employee entrance. All staff will take their temperature and self-record along with any symptoms being experienced into the iPad. Instructions on the use of the thermometer, iPad and what to do if experiencing symptoms will be posted at this station.
 - b. **Field:** An employee should complete [the COVID-19 symptoms questionnaire](#) each day before they leave the home to work. If working from home, no symptom questionnaire needs to be completed.
 - c. Any employee experiencing a fever above 100.3, new or worsening cough not due to an existing medical condition, sore throat or diarrhea not due to an existing medical condition will exit the building, worksite, or field location immediately. Notification to supervisor will occur after the employee has appropriately isolated but as soon as possible. Employees are urged to seek medical care if needed.
2. **Reduced Staff in Office:** To reduce the overall staff in the office at any given time, designated days of the week to be in the office will be given by supervisors to their staff. Those schedules will be shared with all supervisors and Customer Service Staff (CSS) to facilitate communication and customer service. Schedules may be reviewed and adjusted as needed.
3. **Work From Home/In Field:** Some staff (Sanitarians, Senior Sanitarians, Supervisors, Director, Engineer, TOS Coordinator, Management Analyst, Type II Coordinator) have some aspects of their job that are, or can be, completed outside of the office. These tasks include site inspections, restaurant inspections, field visits, paperwork and calls. Supervisors will work with staff who do not come to the office to discuss remote work expectations, deadlines and performance measures.

Personal Protective Equipment:

1. **Cloth Masks:** All staff will wear fabric face coverings over the nose and mouth when in the office, in a field location or off site work location and in a situation where they may not be able to be 6 feet away from other individuals. Once a mask is provided, it is the employee's responsibility to [clean and care](#) for the mask. Cloth masks are recommended to be cleaned at the end of each day. Employees should have a minimum of 2 masks to begin work. One mask to wear and one mask to be laundered by the employee. If additional masks are available once everyone has received their allotment, additional masks may be provided by the supervisor if requested. Employees may provide their own cloth masks as long as they fit snugly around the

face and cover the nose and mouth. Hands should be washed or have hand sanitizer applied after touching the mask, including taking it on and off.

- a. **Office:** When working at a cube, office or work station and you are 6 feet away from others working and not along a hallway that is a main route of foot traffic, use of a mask while at the desk is optional. Masks should be used when walking around building, in restrooms, and where practical. Additional disposable masks will be available at the thermometer check in station if you forget one when entering the building.
 - b. **Office Field Location:** When working in an outdoor environment alone or with very few individuals so as to allow adequate social distancing of at least 6 feet, employees are not required to wear a mask. Please consider wearing one anyway to model appropriate masking behavior to others.
 - c. **Indoor Offsite Work Location:** When working in an indoor environment such as a restaurant, indoor pool, other business to perform your work, employees are expected to wear a cloth mask at all times.
2. **Hand Sanitizer:** Hand sanitizer will be provided by County to each individual employee as well as throughout the common office spaces. Hand sanitizer can be used after handling paperwork or other commonly touched items. Hand sanitizer is not a substitute for proper hand washing
3. **Face Shields:** If there are prolonged interactions (more than 10 minutes) where employees will be within 3 feet of another individual, consider wearing a mask and a face shield.
4. **Gloves:** Gloves are not required for work. If an employee wishes to wear gloves, they should change as indicated. Hands should always be washed after removing gloves.
5. **Reordering PPE Supplies:** Additional PPE supply ordering will be coordinated through supervisors (Jackie Bates, Brandon Morrill, Tonya Harwood & Kristen Schweighoefer). The request form can be found online at:
https://ewashtenaw.formstack.com/forms/ppe_request_form
6. **Customers:** Signage is posted at the public entrance that requires the use of a mask in our building by all who can tolerate it. If a customer does not have a mask, offer them a disposable mask. If they do not wear a mask, offer to assist them remotely so they may conduct their business outside of our office to the extent possible. If this is not a viable option, offer to assist them in an efficient manner to reduce their time in our building. Do not approach customers in an argumentative manner. If a customer becomes threatening, call 911.

Social/Physical Distancing:

1. **In Office:** Field staff will be assigned days of the week in which they may work in the office. Otherwise, staff will work primarily from home and/or in the field as their job duties allow. When office days are scheduled, supervisors will take into consideration where staff are seated to allow more physical distance between cubes whenever practical. One-way hallways may be designated if traffic flow prevents 6 foot distancing.
2. **In Field:** Staff will maintain physical distance whenever possible to all other individuals. This may mean that activities are done differently than routine work. If a critical function of a job cannot be safely completed, the employee will contact their supervisor to discuss the item to determine what alternative practice can be done, if any, to accomplish the critical task.
3. **Customer Service Staff:** Customer Service Staff desks are not 6 feet away from adjacent desks. Their primary role is also to support in-office activities. Additional plexiglass barriers have been

added between CSS cubes to allow more protection while working at those desks. Additional measures may be taken including temporarily relocating two staff to the cubes outside of Brandon Morrill's office. These staff will be primarily assigned phone duties and data entry. This assignment may rotate through all CSS team members by day or week. Desks, keyboards, computer mouse, chair arms, phones, etc. will be cleaned using a cleaner complying with the EPA recommendations before and after different employees use them.

4. **Meetings/conference rooms:** Limit in-person meetings or gatherings to only those essential to business. Limit the number of people gathering to 10 or fewer. Maintain 6' distance as much as possible. Wear masks. Clean tables, chair arms, computer mouse/keyboard/etc. after use.
5. **Lunch Room/break rooms:** When masks must be removed, such as during eating and drinking, continue to follow social distancing guidelines. Use the tables in the provided break room on the lower level, use a conference room if available, or

Engineering/Environmental Controls:

1. **Plexiglass Shields:** These have been installed at the front counter to provide a physical barrier for face to face interactions with customers.
2. **Water Samples:** One water sample refrigerator will be moved to the vestibule area (or in lobby in front of counter) to allow customers to drop off water sample bottles without having to come in to the main office space. Any staff collected water samples will be moved to the refrigerator in the lobby area for ease of pick up by Water Tech. Wipes and/or paper towel with cleaner will be placed nearby to allow for cleaning of refrigerator handle as needed.
3. **Drop Box:** A drop box will be located outside the building for customers to drop off paperwork. As much as possible will be taken in through the drop box. Customers will be encouraged to pay online, via eFax, via phone, or other no-contact method as available and appropriate. Drop box will be checked at least 2 times per business day.
4. **Customer Contact-Less Pick Up:** Customers will be able to call in permits, orders, water bottles and other items to be packaged for pick up in the vestibule. They will be packaged in plastic grocery style bags, envelopes or paper bags as appropriate for the item with labeled names/contact information as appropriate.
5. **Employee Pick Up Box:** If needed, employees may have a pick up box to be stored in the employee locker room with paperwork, permits, files or other items to be pulled/picked up for days they are not scheduled to be in the office.

Cleaning & Disinfection:

1. Washtenaw County Office of Infrastructure Management (OIM) has increased building cleaning to 2 times per workday with a focus on commonly touched items. If any cleaning items are not being addressed, contact the helpdesk at 734-222-3737 or email at i-helpdesk@washtenaw.org
2. All employees should use a cleaning product on their desks 2 times per day.
3. Cleaning supplies will also be placed in common areas near copiers and the kitchenette. Employees must clean common or shared items after use. Follow manufacturer's directions for appropriate use, contact time, and required PPE. SDS sheets are available for all cleaning supplies in the binder near the mailboxes.
4. Additional items that may need more frequent cleaning by employees include the following:

- a. **Copier, credit card machine, cash register:** Use alcohol pad to clean touch pad and wherever employee (or customer) touched the machine after each use.
- b. **Staplers, tape dispensers, etc:** Use your own. No shared items if possible. If you must use a common item, wipe down with cleaning wipes or spray after each use.
- c. **Shared tables, chairs, paper cutter, hole puncher, microwave, coffee maker, etc:** Wipe down touch points with cleaning wipes or spray after each use.
- d. **Pens or other writing utensils:** Employees should only use their own writing instruments. Do not share. At front counter, there will be a “clean” and “dirty” cup of pens, similar to ice cream tasting spoons. If a customer or staff member needs to use a pen at the front counter, they take one from the “clean” cup. After use it is placed in the “dirty” cup. Customer service staff will wipe down “dirty” pens with cleaning wipe periodically throughout the day and place cleaned pens into “clean” cup.

COVID+ Employee/Customer/Contact:

1. In the event that an employee, customer or other contact notifies an employee that they are COVID+, that information will go to one of the 5 COVID Worksite Supervisors, who are to be on site when employees are in the building. Those COVID Worksite Supervisors include: Jackie Bates, Brandon Morrill, Tonya Harwood, Angie Parsons and Kristen Schweighoefer. The following is the schedule for the COVID worksite supervisors:
 - a. Mondays:
 - b. Tuesdays:
 - c. Wednesdays:
 - d. Thursdays:
 - e. Fridays:
2. The COVID Worksite Supervisor will review the information provided and take appropriate actions. Depending on the timing, nature of exposure and other factors, actions taken may include additional symptom monitoring/notification for staff, additional cleaning of specific areas contacted by the ill individual, and, if warranted, partial or immediate closure of the office. Not all exposures may warrant an action.
 - a. We will use this guideline for reference:
<https://www.washtenaw.org/DocumentCenter/View/16500/COVID-19-FAQ-for-Workplaces---52220-update?bidId=>
 - b. Cleaning guidelines:
<https://www.washtenaw.org/DocumentCenter/View/15912/Cleaning-and-Disinfection-AFTER-EXPOSURE--COVID-19---3-30-20>
 - c. Isolation/Quarantine guidelines:
<https://www.washtenaw.org/DocumentCenter/View/15693/Directions-for-isolation-quarantine-social-distancing-monitoring>
 - d. Partial or immediate closure of the office may be warranted to facilitate cleaning and sanitizing of an area and/or if the contamination impacted large sections of the office. It may also be warranted if a critical number of staff were placed in isolation or quarantine and insufficient staff were able to report to work to maintain routine functions.
 - e. Other applicable guidelines at: <https://www.washtenaw.org/3122/Guidance-for-Businesses>

- f. Designated Washtenaw County Health Department staff, Environmental Health employees and designated individuals from other building occupants will be notified of any positive exposures as required in State Executive Orders.

Travel:

1. Normal commute/travel is allowed.
 - a. Only one person per vehicle.
 - b. County vehicles must be cleaned after use with supplied cleaning wipes or spray for all touch surfaces, including door handles, steering wheel, turn signal arm, shifter, etc.
2. In person travel/conferences will follow the county travel guidelines.
3. Personal travel may require quarantine prior to returning to in person work.

Additional Resources & Guidelines:

Washtenaw County Return to Work Framework:

<https://employee.washtenaw.org/DocumentCenter/View/3164/COVID-19-Return-to-Work-Framework-?bidId=>

Powerpoint from Greg Dill on Returning to Work:

<https://employee.washtenaw.org/DocumentCenter/View/3163/Return-to-Work-PPT?bidId=>

Washtenaw County Health Department COVID information: <https://www.washtenaw.org/3095/COVID-19>

Michigan Department of Health and Human Services COVID information:

<https://www.michigan.gov/coronavirus>

Michigan Safe Start Dashboard: <https://www.mistartmap.info/>

Michigan COVID 19 Business Response Center: <https://www.blmcovid19.com/>

Michigan OSHA COVID resources: <https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html>