



## HUMAN RESOURCES AND LABOR RELATIONS DEPARTMENT

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To: County Staff

From: Andrew S. McKinnon, Director  
Human Resources and Labor Relations

Date: May 5, 2020

Re: HR Policy on COVID-19 Employee Screening and Prevention Policy

As we have been letting you know, we expect the CDC and other agencies to be consistently updating their guidance around COVID-19 and its spread. As they do, we will update ours as well. Attached please find the policy regarding Employee Screening and Prevention.

As always, thank you for all that you do.

# MACOMB COUNTY

## HUMAN RESOURCES POLICY

### COVID-19 EMPLOYEE SCREENING AND PREVENTION POLICY

Pursuant to Governor Whitmer's Executive Order 2020-59 the County promulgates the following policy.

#### SCREENING PRIOR TO ENTERING A COUNTY FACILITY:

For those employees who must report, each employee must perform the following self-assessment prior to entering their workplace:

Do:

1. Have a temperature of 100.4 degrees Fahrenheit or higher?
2. Have symptoms of COVID-19?  
(which may include)
  - o Fatigue
  - o Cough
  - o Shortness of breath
  - o Chills, including repeated shaking with chill
  - o Muscle pain
  - o Headache
  - o Sore throat
  - o Diarrhea
  - o Recent loss of smell or taste
3. Know that I have tested positive for COVID-19?
4. Know that I have been exposed to someone with confirmed COVID-19?

Should an employee answer yes to any of the above questions they must not report to work and they must immediately contact their immediate supervisor unless prevented by illness.

In addition to this policy, signage reminding all staff of the above self-assessment criteria will be posted near the entrance of County facilities.

#### ILLNESS OR SYMPTOMS WHILE IN A COUNTY FACILITY

If an employee becomes sick, or exhibits any of the above symptoms, during the day, a supervisor must immediately direct them to leave the workplace. That employee cannot return to work without a

doctor's written clearance or in accordance with the CDC guidelines included below. Macomb County reserves the right to mandate a COVID-19 test.

If an employee is sent home from the workplace because they are sick, or exhibit any of the above symptoms, the supervisor must do the following:

- Supervisor must send home any staff that worked in close contact with the employee exhibiting symptoms  
(“Close contact” as defined in the *Covid-19 Preparedness and Response Plan*)
- Supervisor notifies F & O of the area possibly contaminated for thorough cleaning according to CDC guidelines
- Supervisor moves staff to another area if able, until cleaning is completed
- If any staff is uncomfortable being in the workplace the supervisor may give the employee the permission to stay home and use time off banks
- If the supervisor receives a positive result notification from the employee, the supervisor asks the employee who they had exposure to while in the office and 48 hours prior to exhibiting symptoms
- Based on the information provided above, the supervisor informs any other employee(s) regarding in office exposure.
- If any staff is symptomatic, start at the beginning again

#### **AT WORK INFECTION CONTROL PROTOCOL:**

Employees reporting to work must practice good hygiene and infection control practices, including:

- Frequent and thorough hand washing, at least 20 seconds with soap, or use hand sanitizer if soap and running water are not immediately available
- Avoid touching face
- Adhere to six-foot social distancing and limit the number of people gathering in a common area, such as elevator, restroom, breakroom and conference room
- Practice respiratory etiquette, including coughing or sneezing into elbow
- Masks must be worn while in an enclosed place that is open to the public
- Do not use other worker's phone, desks, offices or other work tools or equipment, when possible
- Routinely clean and disinfect surfaces, equipment, and other elements of the work environment
- Practice personal responsibility - notify a supervisor and immediately remove yourself from the workplace if not feeling well or have any of the above described symptoms

**RETURN TO WORK PROTOCOL:**

**CONFIRMED CASE OR EXPOSURE WITH SYMPTOMS:**

An employee that has a confirmed case of COVID-19 or suspected but non-confirmed case, as indicated by answering in the affirmative to the questions above, can return to work when:

- If at any time a doctor confirms the cause of fever or other symptoms is not COVID-19 and provides the employee with a return to work note; or
- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath) and;
- At least 10 days have passed since symptoms first appeared

An employee with laboratory-confirmed COVID-19 who has not had any symptoms should be excluded from work until 10 days have passed since the date of their first positive COVID-19 diagnostic test.

**EXPOSURE BUT ASYMPTOMATIC:**

An employee that has knowingly been exposed to a person with a confirmed case of COVID-19 or suspected but non-confirmed case can return to work when:

- After fourteen (14) days have passed with no symptoms

**EMPLOYEE ASSISTANCE PROGRAM:**

Employees who have exhibited symptoms, been diagnosed with COVID-19, or are impacted emotionally by this pandemic are reminded of the County's Employee Assistance Program Policy and its partnership with Ulliance who may be contacted at (877) 912-2733.

Approved by:

Date:



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Mark F. Deldin, Chief Deputy County Executive

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May 5, 2020