

PERSONNEL COMMITTEE MEETING

Howard Male Conference Room

Tuesday, May 11, 2021

COMMISSIONERS PRESENT: Marty Thomson, Chair
Dave Karschnick
Robert Adrian

OTHERS PRESENT: Sheriff Steve Kieliszewski
Undersheriff Erik Smith
Tammy Sumerix-Bates, Executive Manager
Bonnie Friedrichs, County Clerk
Mary Muszynski, District Court Administrator
Judge Thomas LaCross
Kim Elkie, Administrative Assistant

INFORMATION ITEM: Judge LaCross and Mary Muszynski provided an update regarding the staffing changes in District Court. Upon Mary Muszynski's retirement, Liz Skiba will be moving into the District Court Administrator position. Sue Latuszek will take the Chief Probation Officer position upon Phil Kieliszewski's retirement. Lauren Ostwald will be taking the remaining full-time Probation Office position along with her drug court responsibilities. Kim Schultz, currently the referee in Family Court, has accepted the magistrate position vacated by Liz Skiba, subject to approval. Judge LaCross explained the additional value of Ms. Schultz in this position as she holds a law degree. She will continue to work for Circuit Court as well, which is a different employer altogether separate from Alpena County. As a referee she is an independent contractor but will now become an employee of Alpena County. Discussion was held regarding salary and it was agreed to proceed with either 21 hours per week for an annual salary of \$21,689.80 or 15 hours at \$18,000.00.

*NOTE: We were advised after the meeting by the Judge that it would be 21 hours at \$21,689.80

Moved by Commissioner Karschnick and supported by Commissioner Thomson to recommend the Action Item below. Motion carried.

ACTION ITEM #1: The Committee recommends to approve Kim Schultz, current Family Court referee, as the new 88th District Court magistrate, an employee of Alpena County, as presented, with 21 hours weekly for an annual salary of \$21,689.80.

INFORMATION ITEM: Undersheriff Erik Smith presented his request to hire two part-time certified police officers to work the marine, off-road vehicle and slow no-wake grants through the Department of Natural Resources as well as the DNR snowmobile grant when it comes through later this year. They do not currently have enough road patrol staff to cover these duties and would have to return unspent grant funds to the DNR. In addition to his desire to provide these

services, Erik informed the Committee that returning unspent grant monies affects future DNR grant funding. So far this year the DNR has awarded us approximately \$7,700 for the Marine Patrol, \$10,500 for ORV Patrol, \$10,000 for the Slow No Wake Patrol and the Snowmobile Patrol Grant (not yet applied for this year) is typically \$4,000 to \$10,000. Furthermore, Erik has had several officers voice interest in part-time work.

Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the Action Item below. Motion carried.

ACTION ITEM #2: The Committee recommends to approve the Sheriff's Office request to hire two part-time certified police officers to work the patrols for the DNR grants received by the County, as presented.

INFORMATION ITEM: Sheriff Kieliszewski will notify the representatives of the three unions representing his staff. The unions send a letter to the county to formally ask for negotiations to begin. All union contracts expire at the end of 2021.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, discussed her recommendation to update the County's COVID-19 Preparedness and Response Plan as the original plan has references to executive orders that are no longer in effect.

Moved by Commissioner Karschnick and supported by Commissioner Thomson to recommend the Action Item below. Motion carried.

ACTION ITEM #3: The Committee recommends to rescind the County of Alpena COVID-19 Preparedness and Response Plan adopted May 26, 2020, as presented.

Moved by Commissioner Adrian and supported by Commissioner Thomson to recommend the Action Item below. Motion carried.

ACTION ITEM #4: The Committee recommends to approve the 2021 County of Alpena COVID-19 Preparedness and Response Plan, as presented. (Attachment #1)

Motion to adjourn by Commissioner Karschnick with support by Commissioner Adrian. Motion carried. The meeting adjourned at 9:42 a.m.



Marty Thomson, Chairman



Kim Elkie, Administrative Assistant



COVID-19 Preparedness & Response Plan

For Lower and Medium Exposure Risk Employees

#1

Adopted May 2021

✓ General

The following COVID-19 preparedness & response plan has been established for Alpena County in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to COVID-19.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Alpena County has read these emergency rules carefully, developed the safeguards appropriate to Alpena County based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Alpena County has designated all Department Heads/Supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan

The plan will be made readily available to our employees. (The plan will be made available via Employee Navigator and hard copy upon request).

✓ Exposure Determination

Alpena County has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to COVID-19. Department Heads are responsible for notifying the Alpena County Clerk's Office regarding exposure to employees.

Alpena County has determined that most employees' jobs fall into the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail

establishments, provided employees have infrequent close contact with coworkers and the public.

- **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

- **High Exposure Risk Jobs** High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. Alpena County Sheriff Office has developed protocol and procedures for high exposure employees of the Sheriff's Office. The Sheriff's Office is responsible for notifying the Alpena County Clerk's Office regarding exposure to employees.

✔ Safety Precautions

Alpena County has implemented safety precautions to minimize or eliminate employee exposure to COVID-19. Safety precautions involve isolating employees from work-related hazards using ventilation and other safety measures. In workplaces where they are appropriate, these types of safety measures reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new safety measures are not required. For medium exposure risk jobs, safety measures can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Proper ventilation and fresh outdoor air in the buildings.

Department Heads along with the Maintenance Department will be responsible for seeing that the correct safety measures are chosen, installed, maintained for effectiveness, and serviced when necessary.

✔ Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Department Heads will be responsible for seeing that the correct safety measures are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for Alpena County:

	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
X	Promote remote work (telecommuting) on a needed basis
X	Some flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
X	Reduced operation-related travel for employees to essential travel only.
X	Reduced face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
X	To some extent reduce the number of customers in the establishment at any given time.
X	Minimize the sharing of tools, equipment, and items.
X	Provide employees with non-medical grade face coverings (cloth face coverings).
X	Encourage employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
X	Encourage customers and the public to wear cloth face coverings.
X	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.
X	Provide customers and the public with tissues and trash receptacles.
X	Encourage customers to place orders for merchandise or services through the phone or web.
X	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.

X	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
X	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
X	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Hand Hygiene

County Maintenance will be responsible for seeing that adequate handwashing facilities are available in the workplace for regular handwashing. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to COVID-19. When handwashing facilities are not available, Alpena County shall provide employees with antiseptic hand sanitizers or towelettes. Department Heads will provide time for employees to wash hands frequently and to use hand sanitizer.

Alpena County shall promote frequent and thorough hand washing, including providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

Alpena County will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example work sites, tools, machinery, vehicles). Alpena County will make cleaning supplies available to employees at the worksite.

Department Heads along with County Maintenance Department will be responsible for seeing that surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the surfaces are potentially exposed to COVID-19. When choosing cleaning chemicals, Alpena County will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Door handles; handrails; counters; counters, light switches, and all frequently touched surfaces – twice a day using approved EPA approved disinfectants.

Alpena County will perform enhanced cleaning and disinfection after persons confirmed to have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Department Heads will be responsible for seeing that this protocol is followed AND for notifying the County Clerk's Office and/or maintenance.

✔ Personal Protective Equipment (PPE)

Alpena County will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Alpena County will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Alpena County will encourage employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

Cloth face masks; plastic gloves; face shield;

✔ Health Surveillance

Department Heads should conduct a daily self-screening protocol for all employees, if possible, a temperature screening. Department Heads will be responsible for ensuring that all required health surveillance provisions are performed. A sample form is attached.

As workers enter the place of employment at the start of each work shift, Department Heads will have employees self-screen for COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Alpena County Clerk's Office before and during the work shift. Alpena County has provided employees with instructions for how to make such a report to the employer.

The instructions for employee reporting signs and symptoms of COVID-19 are as follows:

Notify your Department Head and Clerk's office immediately

Stay home from work or leave work immediately

Monitor symptoms

Follow "Isolation Period" and/or "Quarantine Period" guidelines

Alpena County will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Alpena County will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, Alpena County Clerk's Office will notify the local public health department immediately, and any known co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, Alpena County Clerk's Office will not reveal the name or

identity of the confirmed case.

Alpena County will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

☑ Employee Return to Work Plan

Employees who test positive or display symptoms for COVID-19, must not report to work until “they are advised by a health care provider or public health professional that they have completed their isolation period.” Or all the following are met:

- Fever free for 24 hours, without the use of fever reducing medication
- Isolation period has passed
- Principal symptoms of COVID-19 have improved

Employees with principal symptoms of COVID-19 but who have not been tested, shall not report to work until one of the following are met:

- A negative test result has been received
- All of the following apply:
 - Isolation period has passed since the principal symptoms of COVID-19 started
 - Employee’s principal symptoms of COVID-19 have improved
 - If the Employee had a fever, 24 hours have passed since the fever subsided without the use of fever reducing medication

For employees who have had close contact with an individual who tests positive for COVID-19, that employee shall not report to work until one of the following is met:

- The quarantine period has passed since the employee last had close contact with the individual
- The employee is advised by a health care provider or public health professional that they have completed their quarantine period.”

* close contact anyone who is within 6 ft for a total of 15 min. or more with or without a mask of someone who is COVID-19 positive

Importantly, the FFCR ACT (Families First Coronavirus Response Act) eliminates any quarantine requirement for employees who had close contact with someone who merely has symptoms of COVID-19. Those employees can continue to report to work.

✔ Training

Alpena County shall coordinate COVID-19 training and ensure compliance with all training requirements.

Alpena County will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

Alpena County shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

✔ Recordkeeping

Alpena County will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer should maintain a record of screening for each employee.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Alpena County Clerk's Office will ensure that the records are kept.

This Plan is subject to change/amendments as needed -May 2021

APPENDIX B

Coronavirus Disease (COVID-19)
Employee Health Screening

County Department/Office: _____

Employee Name: _____ Date/Time: _____

In the past 24 hours, have you experienced any of the following symptoms:

Atypical Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Or at least <u>two</u> of the following:		
• Fever?(100°F or above) _____ Current Temp	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Chills/Repeated Shaking	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Muscle Pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Sore Throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• New or Loss of taste or smell	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer “yes” to any of the symptoms listed above please do not go to into work. Self-isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19? Yes No

Traveled via airplane internationally or domestically? Yes No

If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.