



**Amended
Grand Traverse County
COVID-19 Preparedness and Response Plan**

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Date Revised: November 24, 2020**

**Grand Traverse County
COVID-19 Preparedness and Response Plan
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Grand Traverse County COVID-19 Preparedness and Response Plan

In order to respond to the novel coronavirus (“COVID-19”) epidemic and to comply with relevant state and local orders related to COVID-19, and Public Act 238 of 2020, Grand Traverse County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). The County Administrator may update or amend this Plan as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

The County will carry out in person work provided the County complies with certain minimum standards related to social distancing, cleaning, and mitigation measures as stated in this plan and consistent with current and future Michigan Occupation Safety and Health Administration (“MIOSHA”) emergency rules, current and future Michigan Department of Health and Human Services (“MDHHS”) emergency orders, and in compliance with Public Act 238 of 2020 as may be amended. The standards stated in this plan will be readily available to all County employees, labor unions, visitors, and service recipients by it being posted on the County’s website.

The County has determined that all its employees are categorized as medium exposure risk due to their contact with the general public and coworkers.

In the event that an employee is required to enter into or onto a privately owned property to provide services such as inspections, personal care, etc., the employee’s manager should ensure that the employee has completed and passed the screening procedure listed in Appendix A. Once the employee makes contact with the service recipient, the employee will request the recipients to also complete the screening procedure listed in Appendix A. Each department providing services are responsible to create a survey specific to their department or Elected Office. Services provided by the Sheriff’s Office may not be subject to this requirement under all circumstances as Sheriff’s Office employees may not be able to control the interactions they have with the public but should, to the extent possible, ensure screening of all service recipients they come into contact with.

In the event that the service recipient fails the screening procedure or refuses to be respond to the questions, the employee should refuse to provide the service and leave the premises. The employee should not perform the service unless the service recipient completes and passes the screening procedure.

Protective Safety Measures

Sick Leave

Employees are not to report to work if they are sick. Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Grand Traverse County’s Personal, Sick Leave, and Vacation policies. Any onsite employee who appears to have a respiratory illness shall be separated from other employees and sent home.

Remote Work

Employees shall work remotely to the extent that their work activities can feasibly be completed remotely. Employees remote work is subject to their Manager’s approval and must be done in compliance with the County’s telecommuting/work from home policy, which is attached as Appendix F. Managers and Elected Officials will maintain a listing for positions for which in person work is required, the business or public service reasons, and an explanation as to why the work cannot be performed remotely. This shall be updated based upon the needs and discretion of the Department or Offices.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix A. A screening questionnaire should be completed by all employees before being permitted to enter the workplace. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she shall be sent home until allowed to return to work in compliance with Public Act 238 of 2020 as may be amended, the requirements of such are explained in detail in the Return to Work Plan, attached as Appendix B.

Personal Protective Equipment

Grand Traverse County shall provide and make available to all employees personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the employee. Any employee able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space and six feet distancing cannot be maintained, during in person meetings, in restrooms, hallways and other shared spaces, or when the employee is interacting with the public.

The County will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (*e.g.*, respirators).
- Consistently and properly worn when required.
- 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.

The County will also consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace. The County also encourages employees to use PPE and hand sanitizer on public transportation.

Enhanced Social Distancing

Employees are directed to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Ground markings, signs, or physical barriers may also be used, if needed. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work area as much as possible. Physical barriers may also be installed for employees commensurate with their level of risk of exposure to COVID-19. The County may consider alternating days or extra shifts that reduce the total number of employees in the workplace at one time to ensure social distancing can be maintained.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer upon entry. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms.

Hand shaking is also prohibited to ensure good hand hygiene. Anti-bacterial wipes, nitrile gloves and spray bottles are also provided for spot cleaning in all office areas when requested.

Employees are discouraged from using other employees’ phones, desks, equipment or tools when possible. If sharing such items or spaces is necessary, then employees should wipe down any and all items and spaces prior to sharing it with another employee.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly using products containing EPA-approved disinfectants. All buildings are cleaned daily with the normal routine of vacuuming, emptying trash, mopping and daily routines. There also will be additional emphasis on disinfecting all critical or high touch points on a daily basis. This would include all light switches, door handles, toilet fixtures, sink fixtures, counters, railings and any other surface where people may touch.

Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the department or building involved will be closed to employee traffic if possible to do so. The department/building/will be thoroughly cleaned, fogged, and disinfected. If possible, the department/building should remain vacant for 72 hours after the Supervisor, Manager or Elected Official becomes aware of the positive test.

The County will follow CDC and OSHA guidance with respect to prevention and mitigation measures. The County has posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. The County will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, the County will adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

When choosing cleaning chemicals, the County will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to.

Below is a sample schedule being used by the County’s Cleaning Vendor, Porcelain Patrol for additional cleaning:

Description
Night 1
High Dusting (over 80-inches): Door framing, furniture panel tops, and other “high reach” areas within the facility.
Vent Cleaning: Vacuum all vents (supply, diffusers, air returns, exhaust vents, etc)
Night 2-4
Low Dusting: Dust all furniture, cabinet files, countertops, window sills, all work surfaces, woodwork, shelving and picture frames (wall mounted). Remove cobwebs from corners and the floor. Disinfect any hard surfaces. Note: Employee will not move or disturb any paperwork, materials, or other related items on a desk top while cleaning the area. Desks will be dusted if clear of items.
In-Depth Dusting: High and low molding, baseboards, and all door and window framing within the facility.
Disinfection wipe of each desk, including phones.
Night 5

Office Seating: Vacuum all employee/customer seating, to include the backs of chairs, wipe down arm rests, and dust the chair's leg base
Night 6
Carpeted Flooring: Vacuum all carpeted areas (chairs are to be moved to ensure a thorough vacuuming). Focus under desks, corners and edges.
Carpet Cleaning (Spot Cleaning): Check for and clean any visible carpet spots.
Non- Carpeted Flooring: Sweep and damp mop with warm to hot water all ceramics, vinyl composite tile, (VCT) and or masonry flooring. Focus under tables and corners and edges.
Night 7
Elevators: Clean and disinfect all related areas of elevators, to include thresholds, floor tracks and exterior framing.
Stairwells: Disinfect all handrails and each steps rubber nose trim. Damp mop with warm to hot water and/or vacuum stairwells.
Light Switches and Doors: Spot clean all light switches and doors using disinfectant.
Night 8-9
Exterior Smoking Receptacles: Disinfect all exterior surfaces, if applicable
Disinfect inside and outside of waste receptacles and replace liners
Furniture Panels (Spot Clean): Check for and clean any visible panel spots/marks, with an approved commercial cleaning product.
Office Doors: Disinfect all doors (top to bottom), and especially touch point areas on the door.
Night 10
Entrances/Vestibules/Lobby Areas: Disinfect all doors/door frames, and door glass unless directed otherwise.
Night 11
Employee Break Area/ Room: Disinfect exterior surfaces of all appliances (includes icemakers, vending machines, and "stand-alone" water dispensers including the drip tray). Thoroughly clean/wipe down with disinfectant all table tops, chairs, counter tops, sinks, refrigerators, microwaves, toasters, and/or toaster ovens.
Night 12
Disinfecting: Drinking fountains (to include "stand alone" water dispensing units), handrails, (to include ADA grab bars), and/or related hardware.
Restrooms: Disinfect sinks (scour if necessary), fixtures, toilet (to include inside and outside areas), urinals, mirror, and shower stalls if applicable. Sweep and wet mop all floor areas with warm to hot water. Disinfect all hard surfaces, refill all dispensers (hand towel, toilet tissue, soap and air freshener units). Disinfect all flush valves.
Restrooms Continued: Remove spots, stains, and splatters from wall areas adjacent to sinks, toilets, urinals, mirrors, shower stalls, trash cans, and other visible areas. Note: tighten loose toilet seats (if necessary) or inform office staff if unable to resolve.
Restroom Stall Partitions and Walls: Clean and disinfect. Notify office staff of any loose, broken, or damaged stall partitions.
Restroom Floor Drains: Pour one gallon of clean water, as a minimum, into all visible floor drains. Note: Facility director may direct additional methods if necessary.
Night 13
Disinfection and touch up of all areas to be ready to open the next business day

Tools and Equipment

Grand Traverse County limits the sharing of tools and equipment among employees; should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. The County will provide employees with disinfectant wipes, gloves, face masks ,and other disinfecting products for this purpose.

Visitors and Contractors

All visitors and contractors entering County buildings shall be screened prior to entering the buildings. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions they will be denied access into the building. Grand Traverse County will provide visitors with a handout regarding what to do if they might have COVID-19. In the event that County learns that a visitor or contractor has a known case of COVID-19, then the County will immediately notify the Health Department and within 24 hours of learning of the known case, notify any employees, contractors or suppliers who have come into contact with the person with a known case of COVID-19.

Until further notice, the County requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space. Grand Traverse County will post this requirement on its website and at all enclosed public spaces where a member of the public may have access. A member of the public who does not have a mask, scarf, bandana, handkerchief or other type of face covering should be refused entry into the enclosed public space unless the member of the public can provide a reasonable explanation that he or she cannot medically tolerate a face covering.

Self-Monitoring for Symptoms

Employees are required to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and fever are common symptoms of COVID-19. The CDC has also advised that other symptoms include muscle/body aches, headache, sore throat, nausea, vomiting, diarrhea and new loss of taste or smell.

Employees with Probable or Confirmed COVID-19 Cases

Probable Cases

People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever

Or at least two of these symptoms:

- Muscle/Body aches
- Headache
- Sore throat
- Nausea, vomiting, diarrhea
- New loss of taste or smell

Or they have been exposed to a COVID-19 positive person, meaning:

- An immediate family member has tested positive for or exhibited symptoms of COVID-19;
or
- In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Probable Case (as described above), he or she must:

- Immediately notify the employee's supervisor and Human Resources
- Call the Health Department for testing and quarantine instructions; and
- Seek immediate medical care or advice.

If an employee qualifies as a Probable Case, then the County will:

- Notify all employees who may have come into close contact (being within approximately six feet for 15 minutes or more without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee tested positive for COVID-19.

If an employee qualifies as a Confirmed Case, then the County will:

- Immediately notify the Health Department and Human Resources
- Within 24 hours, notify all employees, contractors or suppliers who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- 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 necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.
- Keep the employee out of the workforce until cleared to return to work by the Health Department.

Becoming Sick at Work

The 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:

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

Any onsite employee who appears to have a respiratory illness may be separated from other employees and/or other individuals and sent home. If such a situation arises, the County will identify a designated area with closable doors to serve as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

Additional Workplace Protections

Engineering Controls

The County will implement the following engineering controls:

- Installing high-efficiency air filters.
- Installing physical barriers, such as clear plastic sneeze guards.
- Increasing air exchange.

Administrative Controls

The County will review and implement any other necessary administrative controls as appropriate.

Non-Essential Travel

All non-essential travel is discontinued until further notice.

Continue to Follow Existing OSHA Standards

The County will continue to adhere to all applicable existing OSHA standards and requirements.

Training

The County will coordinate and provide training to employees related to COVID-19. At minimum, the County will provide training as to the following:

- Workplace infection-control practices.
- The proper use of PPE.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions.

Recordkeeping

The following records will be maintained:

1. Required employee training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications

that are made.

Operation Continuity Plans

The Grand Traverse County Administrator will designate Managers or Elected Officials to serve as COVID 19 Workforce Coordinators for the buildings where the Managers or Elected Officials' offices are located. The Workforce Coordinators will be responsible to ensure that all County departments are complying with this plan in their respective buildings. The Workforce Coordinators will have the responsibility to implement the following:(1) work with Human Resources to develop a plan to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) request Facilities Management to identify alternate supply chains for critical goods and services in the event of disruption; and (3) request the Emergency Manager to develop an emergency communication plan to communicate important messages to employees and constituents that are present in County buildings.

APPENDIX A

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

1. Have you experienced any of the following symptoms in the last 3 days?
 - Fever over 100.4 Fahrenheit, (100.0 degrees Fahrenheit if you are healthcare worker)
 - Atypical Cough
 - Atypical shortness of breath

Or two or more of the following symptoms:

- Muscle/Body aches
- Headache
- Sore throat
- Nausea, vomiting or diarrhea
- New loss of taste or smell

If YES to any, you are restricted from entering the building.

If NO, proceed to the next question.

2. Have you been in close contact (within approximately six (6) feet for fifteen (15) minutes or more) with an individual who has tested positive for COVID-19 or who displays any of the symptoms of COVID-19?

For yes answer to question 2., the employee will not be permitted to return to work until either:

1. 14 days have passed since the employee's last close contact with the positive or symptomatic individual
- Or
2. The symptomatic **close contact** receives a negative COVID-19 test.

APPENDIX B

EMPLOYEE RETURN TO WORK PLAN

Consistent with Public Act 238 of 2020, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the following principal symptoms of COVID-19 not explained by a known medical or physical condition -- fever over 100.4 degrees, shortness of breath, or uncontrolled cough -- , or two or more of the following not explained by a known medical or physical condition – abdominal pain, diarrhea, loss of taste or smell, muscle aches, severe headache, sore throat or vomiting -- will not be permitted to return to work until either:

1. 24 hours have passed since the resolution of fever without the use of fever-reducing medications AND 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; AND principal symptoms have improved.
2. A symptomatic employee receives a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for fifteen (15) minutes or more) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the employee's last close contact with the sick or symptomatic individual
- Or
2. The symptomatic close contact receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers, provided that their employers’ rules governing occupational health allow them to go to work: Health care professionals, workers at a health care facility, as defined in section 7(d) of this order, first responders (e.g., police officers, fire fighters, paramedics, emergency medical technicians), child protective service employees, workers at child caring institutions, as defined in section 1 of Public Act 116 of 1973, MCL 722.111, workers at adult foster care facilities, as defined in the Adult Foster Care Facility Licensing Act, MCL 400.703(4), workers at correctional facilities.

APPENDIX C

**CORONAVIRUS DISEASE (COVID-19)
VISITOR HEALTH SCREENING**

Court/Office Visiting: _____

Visitors Name: _____

Appointment Date: _____ Time In: _____

Have you experienced any of the following symptoms in the last 3 days?

- Fever over 100.4 Fahrenheit, (100.0 degrees Fahrenheit if you are healthcare worker)
- Atypical Cough
- Atypical shortness of breath

Or two or more of the following symptoms:

- Muscle/body aches
- Headache
- Sore throat
- Nausea, vomiting or diarrhea
- New loss of taste or smell

If the visitor answered “yes” to any of the symptoms listed above the visitor will not be allowed access to building. The visitor should be handed -- CDC Handout: Sick with COVID-19 Fact Sheet.

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?

If visitor answered “yes” to either of these questions visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

Security Officer or Employee:

Contacted Court/Office and informed them the visitor was not allowed into the building.

Date: _____ Time: _____ Spoke to: _____

APPENDIX D

SIGNS FOR BUILDINGS

Spectrum Health employer resources provided these signs: one that can be posted at building entrances and one illustrating COVID-19 symptoms and prevention measures, which can be posted inside work places.

<https://www.spectrumhealth.org/covid19/employer-resources>



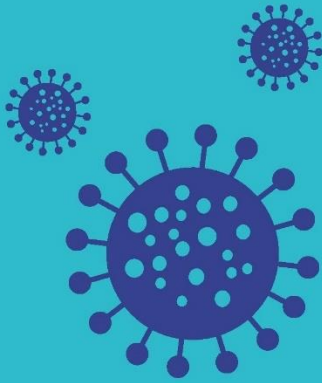
Only Enter This Building If You:

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS



RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.*

If your symptoms are life-threatening, call 911.

**Free screening available for all individuals in the state of Michigan.*

For more information visit spectrumhealth.org/covid19.

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APPENDIX E
OTHER RESOURCES

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

APPENDIX F

Telecommuting Policy

The County's Telecommuting/Work from Home Policy can be found by following this link:

<http://grandtraverse.org/DocumentCenter/View/15359/Telework-Policy-PDF>

APPENDIX G

**Grand Traverse County
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

This is to certify that I have reviewed the Grand Traverse County COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with MDHHS emergency orders .
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the Grand Traverse County website at:
<http://www.grandtraverse.org/> and at each Grand Traverse County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Grand Traverse County

Signature: _____

Name of Official: Nate Alger
Title: Administrator
Date: