

**CORONAVIRUS EMPLOYER COMPLIANCE  
FORMS PACKAGE**

**By**



The documents in this Coronavirus Employer Compliance Form Package reflects the law as of April 20th, 2020 and does not reflect developments after that date.

# Table of Contents

<b>Important Coronavirus Websites .....</b>	<b>1</b>
<b>Corona and Flu Prevention .....</b>	<b>2</b>
<b>Supervisors Coronavirus Reporting Form.....</b>	<b>3</b>
<b>Short-Term Telecommuting Policy .....</b>	<b>4</b>
<b>Work from Home Assignments.....</b>	<b>6</b>
<b>Infectious Disease Control Policy .....</b>	<b>7</b>
<b>Temporary Suspension of Nonessential Business Travel .....,.....</b>	<b>10</b>
<b>Health Screening Form for Visitors .....</b>	<b>11</b>
<b>Request for Leave of Absence Form .....</b>	<b>12</b>
<b>Code of Conduct Reminder .....</b>	<b>13</b>
<b>Protecting Data and Information When Teleworking/Working Remotely .....</b>	<b>15</b>
<b>Coronavirus Report a Concern Form .....</b>	<b>16</b>
<b>Work From Home Request Form .....</b>	<b>17</b>
<b>Floor Plan Drawings for Glass Partition.....</b>	<b>18</b>
<b>Memos to General Membership and Staff.....</b>	<b>20</b>
<b>Memo on Wearing of Masks.....</b>	<b>22</b>

## **Important Coronavirus Websites**

The following is a list of Coronavirus websites from various governmental agencies. They should be check frequently for new developments and guidance,

### **Federal Government:**

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

### **Centers for Disease and Control and Prevention (CDC):**

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

### **World Health Organization (WHO):**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

### **Centers for Medicare & Medicaid Services (CMS):**

<https://www.cms.gov/About-CMS/Agency-Information/Emergency/EPRO/Current-Emergencies/Current-Emergencies-page>

### **Department of Health and Human Services (HHS):**

<https://www.hhs.gov/about/news/coronavirus/index.html>

### **Department of Labor (DOL):**

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

### **Internal Revenue Service (IRS):**

<https://www.irs.gov/coronavirus-tax-relief-and-economic-impact-payments>

Coronavirus Memo to Genesee County 9-1-1 Authority Employees

## **Coronavirus and Flu Prevention**

Date: May 26, 2020

To: All employees

From: Spring Tremaine, Executive Director

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named Coronavirus. At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations in the event of a pandemic.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- Wear face coverings while in public areas at work

Genesee County 9-1-1 Authority will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. IT support services are available to employees who need assistance with this technology.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 36 hours after they are free of fever (99 degrees F or 37.22 degrees C) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Employees who report to work ill will be sent home in accordance with these health guidelines.

Please contact the Management team with any questions or concerns.



## Supervisor Coronavirus Reporting Form

On \_\_\_\_\_, I \_\_\_\_\_ observed

Employee \_\_\_\_\_

with the following Corona symptoms (check all that apply):

runny nose

sore throat

cough

fever over 99 degrees

difficulty breathing (severe cases)

other \_\_\_\_\_

I advised him or her of the noted symptoms and instructed him or her to leave work to go home ASAP and to call their doctor to be tested.

I advised him or her that he or she can not to return to work until they test negative Coronavirus or following quarantine orders by a doctor.

I further advised him or her follow-up with management with a phone call.

\_\_\_\_\_

Supervisors Signature

5/26/2020

## **Short-Term Telecommuting Policy**

### **Eligibility for Short-Term Telecommuting**

Supervisors, at their own discretion, may allow some or all of their staff to telecommute on a short-term basis during the outbreak. Supervisors are responsible to ensure that their departments perform critical work to care for the Employer and maintain operations to the appropriate extent communicated by the Employer; flexibility may be given to non-essential work.

Typical eligibility criteria for telecommuting (for example, one year of service) do not apply in such circumstances, and an approved Telecommuting Agreement is not necessary.

Supervisors should regularly communicate with their staff regarding the fluidity of such situations, as well as changing business needs (such as the need to report to campus). Supervisors or employees may revoke a short-term telecommuting agreement at any time and for any reason.

### **Expectations for All Staff**

Telecommuting staff members are responsible to:

Fulfill the expectations agreed upon with their supervisor regarding the scope of their telecommuting assignment, such as:

#### **Duties and responsibilities**

Hours of work (rest/meal breaks, overtime, and other wage and hour requirements still apply)

Hours of availability to communicate regarding employer's business

Communication of work assignments and personal needs, including reporting absences of work due to injury, illness, or caring for a family member

The use of the employer's equipment and materials.

Appropriately complete their timecard. For instructions on how to complete timecards during a pandemic, please contact your supervisor.

Protect Employer's information by following the employer's policies governing information security, software licensing, and data protection; ensuring that unauthorized individuals do not access Employer's data, either in print or electronically; and not accessing restricted-level information in print or electronically unless approved by the supervisor and protected by policy-compliant encryption and/or physical controls.

Maintain a safe environment in which to work.

## General Agreement

Employees must comply with Employer's rules, policies, practices, and instructions and understand that violation of same may result in termination of telecommuting privileges and/or discipline up to, and including, dismissal from the Employer.

Short-term telecommuting in extraordinary circumstances does not change the basic terms and conditions of employment with the Employer. Telecommuting assignments do not change a staff member's classification, compensation, or benefits. The accrual and charging of leave time are subject to the same policies and procedures applicable to non-telecommuting staff members.

## **Work from Home Assignments**

Genesee County 9-1-1 Authority

- 9-1-1 Center was Closed on March 12, 2020 for All Outside visitations and only on duty personnel only.
- Management and IT Staff are ordered to work from home Week of March 15 to May 11, 2020
- Supervisors and all off the Week of April 5 thru April 27, 2020.
- Also, the Part timers were given latitude to work as many hours as they wanted without regard to limits so that we would have more staff to select from.
- All Training was cancelled.
- Civilian wear was March 15 to current.

## **Spring Tremaine**

Executive Director



## **Infectious Disease Control Policy**

Genesee County 9-1-1 Authority will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Genesee County 9-1-1 Authority during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Genesee County 9-1-1 Authority is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

### **Preventing the Spread of Infection in the Workplace**

Genesee County 9-1-1 Authority will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious- frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

### **Limiting Travel**

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

### **Telecommuting**

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

## Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. [Insert any specific policy guidance here].

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue]. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

## Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

## Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

## Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Genesee County 9-1-1 Authority may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.

5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

#### Outside activities

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.

2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

## **Temporary Suspension of Nonessential Business Travel**

Due to Genesee County 9-1-1 Authority's commitment to employee safety in light of the Coronavirus outbreak, effective immediately, all nonessential business travel will be suspended until further notice. Genesee County will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available.

### **Travel Cancellation Procedures**

If nonessential business travel has already been booked, please work with Management team or training Supervisor to cancel properly to receive an airfare and hotel refund or credit if applicable. Set up phone or online conferencing with clients or other business units to replace the in-person meetings, if possible. Please make sure your Management team knows the status of all meetings cancelled due to this temporary suspension.

### **Essential Travel**

Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your manager must approve all travel (including trips that were previously approved) until further notice.

### **Procedures Upon Return from Travel**

Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider as well as the Management team for direction as soon as possible.

Employees may not return to work without obtaining clearance from their health care provider.

Employees returning from travel who do not exhibit virus-like symptoms must still contact the Management team upon return and may be directed to remain away from the workplace for fourteen days to determine whether or not they have been exposed. The returning employee should work with his or her Management team to set appropriate telecommuting arrangements or request time off from work.

Please contact the Management team with any questions or concerns.

Spring Tremaine

Executive Director

5/26/2020



**Health Screening Form for Visitors**

In an effort to reduce the risk of Coronavirus exposure to Genesee County 911 employees, all visitors must complete the following screening questions:

Date: \_\_\_\_\_

Visitor's name: \_\_\_\_\_ Visitor's phone number: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Person/department visiting: \_\_\_\_\_

<b>Self-Declaration by Visitor</b>		
	<b>YES</b>	<b>NO</b>
Have you or anyone you have been in close contact with in the last 14 days, traveled out of state, or an area with a known spread of Covid-19 (local or international), or traveled on a cruise ship?		
Have you had close contact with or cared for someone diagnosed with Coronavirus within the last 14 days?		
Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath or other respiratory problem)?		

Any visitor answering **yes** to any of the first 3 questions above will not be permitted access to Genesee County 911's facility.

I understand that Genesee County 911 employees are practicing social distancing while they perform their job. I agree, to wear a mask in the facility, and to the best of my ability will respect a 6 foot distance from Genesee County 911 staff.	Initials:
--	-----------

I have read and agree to apply the prevention measures noted above and will do my best to reduce potential exposure risk to Genesee County 911 employees.

Visitor signature: \_\_\_\_\_

**For internal use:** Access to facility (circle one):      Approved      Denied

Employee name: \_\_\_\_\_

# GENESEE COUNTY 911

## Request for Leave of Absence Form

**PLEASE COMPLETE AND RETURN THIS FORM TO YOUR SUPERVISOR 30 DAYS IN ADVANCE OF LEAVE IF POS.**

EMPLOYEE INFORMATION			
<b>Employee Name (First, Last, Middle Initial)</b>			
<b>Home Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Job Title/ Department</b>	<b>Telephone Number</b> <input type="checkbox"/> HOME <input type="checkbox"/> CELL		
ABSENCE INFORMATION			
<input type="checkbox"/> This is a new request.		<input type="checkbox"/> This is an update to an existing request.	
Requested Start of Leave Date:	Anticipated Return to Work Date:		
TYPE OF LEAVE			
<input type="checkbox"/> Vacation		<input type="checkbox"/> Sick or Personal	
<b>Number of Work Days Off Requested</b> <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span>			
IF LEAVE IS FMLA OR WORKER'S COMPENSATION- PLEASE COMPLETE BELOW			
Please indicate the applicable reason(s) for your leave below.			
<input type="checkbox"/> Employees Own Serious Health Condition ( <b>not work related</b> )*			
<input type="checkbox"/> Care for Ill Parent, Spouse, or Child *			
<b>* For leaves due to your own or a Family Member's Serious Health Condition, a Medical Certification form is</b>			
<input type="checkbox"/> A completed <b>Medical Certification</b> form is attached.			
<input type="checkbox"/> I will submit a <b>Medical Certification</b> form within 15 days to my department.			
<input type="checkbox"/> Workplace Injury / Worker's Compensation			
<input type="checkbox"/> Pregnancy Leave			
<input type="checkbox"/> Baby Bonding (Care for Newborn/Placed Child)			
<input type="checkbox"/> Child-caring (Care for Newborn/Placed Child)			
◦ Provide the Date of Birth or Placement of Child (if applicable): _____			
<input type="checkbox"/> Military Leave: Active Duty, Military Caregiver or FMLA			
<input type="checkbox"/> Other Medical Leave			
<input type="checkbox"/> Personal Leave (Non-Medical Reason)			
LEAVE OF ABSENCE CATEGORIES			
A leave of absence may consist of leave without pay and/or paid leave (vacation or sick/Personal leave). I request to use following leave categories:			
<b>Type</b>	<b>Number of Hours</b>	<b>Dates: Beginning date</b>	<b>End date</b>
Vacation	_____	_____	_____
Sick/Personal Leave	_____	_____	_____
Leave without Pay	_____	_____	_____
<input type="checkbox"/> <b>I have verified that I have sufficient accrued leave to take the above requested paid leave.</b>			
Employee Signature: _____		Date: _____	
<b>FOR OFFICE USE ONLY</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Approved/Disapproved by: _____			

## Code of Conduct Reminder

To: All Employees

From: Spring Tremaine, Executive Director

Date: 05/26/2020

Subject: Code of Conduct- Reminder

Relevant Policy: Work Rules/ Violations

### Code of Conduct

The Genesee County 9-1-1 Authority has various compliance and ethics resources to help employees understand what is expected and required of them. These include policies and procedures and training programs for our Code of Conduct.

We are issuing this reminder on our Code of Conduct, a critical centerpiece of our compliance and ethics program that outlines the minimum compliance and ethical standards employees must follow as well as what to do if they have concerns or questions. While not exhaustive of all issues that apply to your day-to-day activities, the Code is an important starting point of key principles that will help you avoid either an appearance of or actual misconduct. These include:

- “ supporting our values and commitments;
- “ complying with the laws, rules, and regulations that apply to our Employer as set out in our Employer policies, procedures, and related controls;
- “ promoting our corporate governance controls;
- “ assuring for the preparation and reporting of our financial information;
- “ maintaining integrity and fairness in the workplace;
- “ protecting and properly using Employer information and opportunities;
- “ preserving the confidentiality of Employer information;
- “ avoiding conflicts of interest;
- “ dealing with customers, suppliers, competitors and other employees fairly;
- “ preventing anti-competitive practices, corruption, fraud, money laundering and terrorist financing;
- “ promoting sustainability and social responsibility; and
- “ reporting of any improper or unethical behavior.

Please make sure to review our Work Rules in its entirety for additional guidance. While the Code cannot anticipate every situation that the Employer or an employee may encounter, when facing a decision about the right action to take, employees should be sure they can answer ~~yes~~ to the following questions:

“Is this action consistent with our Employer values?”

“Can this action withstand public scrutiny if it were reported in the news media?”

Additionally, you can refer your question to your Management team for further assistance.

Thank you for your ongoing support to promote our Employer's compliance and ethics program.



## Protecting Data and Information When Teleworking/Working Remotely

When working remotely, it's critical that you remain vigilant when it comes to safeguarding data and information. Please take the following steps:

- ~ Avoid using personal email for work.
- ~ When sending sensitive information via email, please password protect files or encrypt emails.
- ~ Do not allow others, including others in your household, to view or overhear sensitive information.

Because many households are self-isolating or quarantining during the Covid-19 pandemic, it may be especially difficult for employees to shield sensitive information from other members of their household. It is essential to provide guidance for employees about how and when to do so. If employees can't shield sensitive information, it may become necessary to reassign their duties.

- ~ Do not use personal cloud storage accounts to share Genesee County 9-1-1 Authority's files.
- ~ Never save any Genesee County 9-1-1 Authority's data or information to a personal computer or application/system. This includes mobile phones.
- ~ Never save any personal data to a Genesee County 9-1-1 Authority's computer or application/system.
- ~ Do not print sensitive data or information unless absolutely necessary. Ensure hard copies of sensitive data or information are with you at all times and stored securely.
- ~ Shred hard copies of sensitive data or information after use.
- ~ Only allow Genesee County 9-1-1 Authority's IT department to repair your work computer or phone.
- ~ Pay close attention to all unsolicited electronic messages and attachments to ensure they are legitimate. Confirm the sender's identity.
- ~ If you encounter an email that you know or suspect is a phishing attempt, please notify Genesee County 9-1-1 Authority immediately.

During a crisis like the Coronavirus pandemic, there may be an increase in phishing activity. Scams may attempt to exploit the crisis or play on people's fears. Employees should be prepared to recognize and report such scams.

- ~ If you noticed something unusual or if you suspect your device has been compromised while working remotely, contact IT Staff immediately and then notify Management.

## Coronavirus Report a Concern Form

This form is only for Coronavirus concerns. If you are concerned for yourself or someone else, please complete this form. The form cannot be submitted anonymously, but we will keep your name confidential. Whenever possible, please have the person the concern is for complete this form as well.

Any employee of the Genesee County 9-1-1 Authority who feels they were in a situation where they may have come into direct contact with the virus and any employee of Genesee County 9-1-1 Authority that is experiencing flu-like symptoms (fever over 100.3, cough, shortness of breath) when they are at work should alert the Employer at 810-732-4720 or their healthcare provider for assistance.

### Reporting Party Information

Your full name: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your email address: \_\_\_\_\_

Is the concern for you? (Required): \_\_\_\_\_

Employer Location of Person (Required): \_\_\_\_\_

Please answer the below for the person you are concerned about

Person of Concern \_\_\_\_\_

Phone Number \_\_\_\_\_

Department \_\_\_\_\_

Does the person of concern have sick symptoms? If yes, please list symptoms fully in information box below. (Required) Yes \_\_\_ No \_\_\_

Please include full details regarding the concern. (Required) \_\_\_\_\_

\_\_\_\_\_

Please list any symptoms this individual may be having. (Required) \_\_\_\_\_

\_\_\_\_\_

Has the individual of concern been on the Employer Premise (listed above) in the last 14 days? (Required) Yes \_\_\_ No \_\_\_

Supporting Documentation Photos, video, email, and other supporting documents may be attached below. 1GB maximum total size.

## **.Work from Home Request Form**

Request Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Department \_\_\_\_\_

Work from Home Start Date \_\_\_\_\_

Work from Home End Date \_\_\_\_\_

### Proposed Schedule Details

	Start Time	End Time
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

Purpose/Reason for Working at Home  
\_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Proposed work from home schedule will not affect the operations negatively.

Yes \_\_\_ No \_\_\_

The practice will not cause overtime or additional workload.

Yes \_\_\_ No \_\_\_

Employee performance can be monitored/tracked during work from home practice.

Yes \_\_\_ No \_\_\_

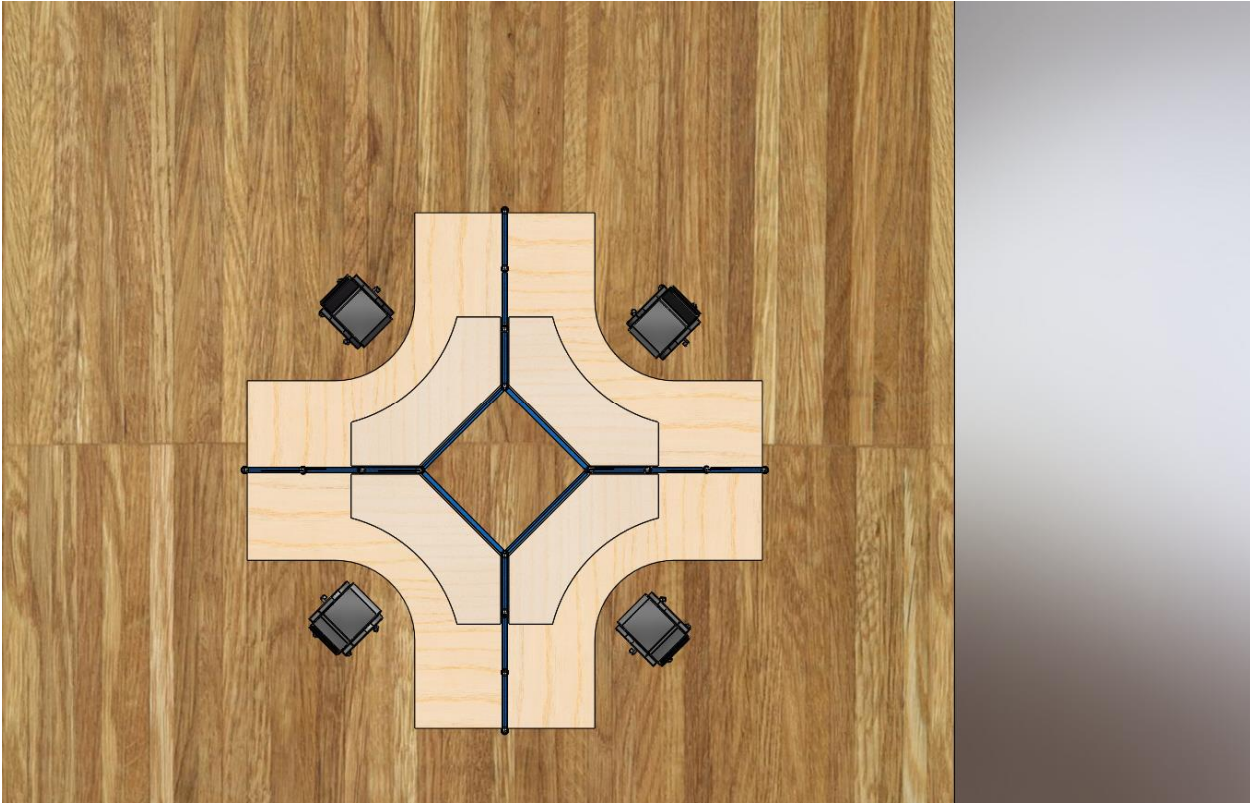
Approval of the Request: The request is approved \_\_\_ The request is denied. \_\_\_

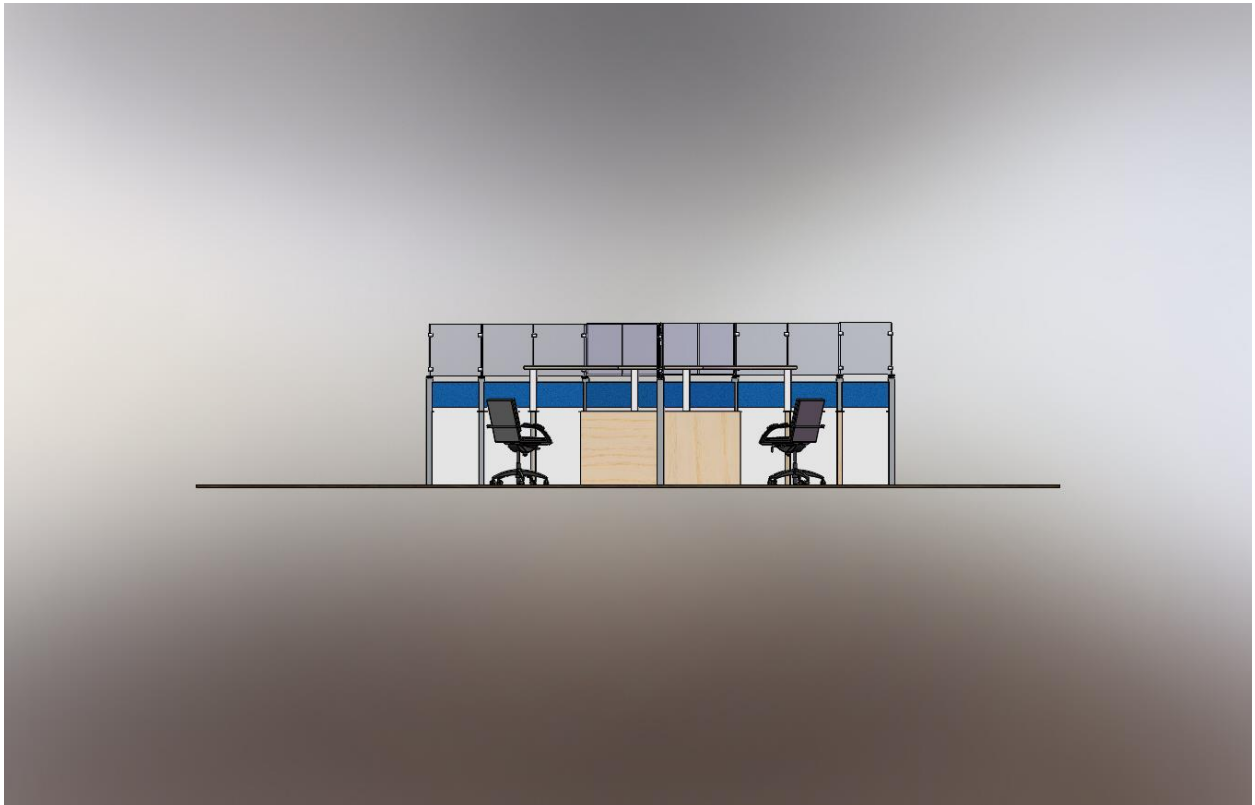
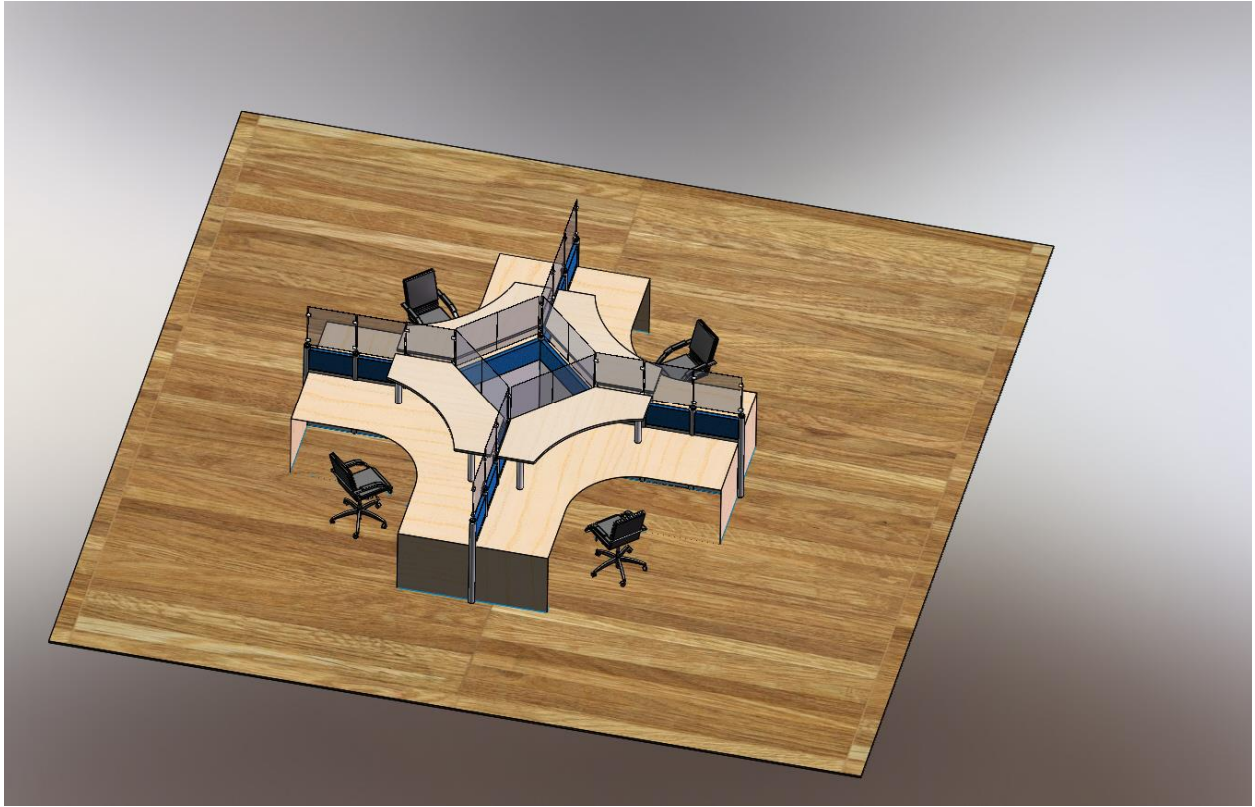
Additional Comments/Considerations \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Floor Plan Drawings for Glass Partition





# Memos to General Membership and Staff

Genesee County 9-1-1 General Membership

Genesee County 9-1-1 Executive Board

Genesee County 9-1-1 Staff

May 8, 2020

## Director's Report

A recap of our Center to date and our dealings with the COVID Pandemic and Social Distancing. If anybody wants more detail or information, please call, I would be happy to fill you in.

## Illness Report

Out of 60 employees, 2 tested positive for COVID 19. Those 2 are back to work after testing negative, completing the quarantine process and receiving doctor approval to return. One was off over a month and another was off just over 2 weeks. All employees exhibiting COVID symptoms are eligible for the 80 hours of COVID sick time compliments of the Commission. As of the date of this letter a total of 3 staff are off sick for other reasons.

## Social Distancing & PPE

We have been closed to the public with no visitors since March 12. Social distancing in the center has been encouraged but not always followed so as of April 27, we are wearing face coverings except when eating or drinking. We have plenty of PPE on site, some through donations and some through purchases. We have masks, face shields and gloves for all employees with consistent ordering under way. Employees are encouraged to select positions away from others though most positions are 6 feet apart when used correctly.

## Workplace Screening

Workplace screening took place starting March 20 and continues each and every day this includes questions and temperature taking by the supervisors. We now own a digital forehead thermometer that is used frequently throughout the day and at the start of every shift. If there is any temp above 99 degrees, they are sent home regardless of staffing. Any employees coughing are sent home as well.

## Plexiglass Partitions

We have purchased partitions that are mounted between the positions at a cost of \$2000. We are seeking a quote from a glass company for permanently mounted plexiglass surrounding the positions. These will be used for years to come. This will be costly but worth the separation at this point.

### Cleaning

We have purchased a \$2600 one-time decontamination cleaning from Service Master of Flint after the second positive COVID case. Our cleaning gal has been very diligent and has stayed healthy for us, cleaning everyday with bleach on all surfaces and one position a day for a deep cleaning. This is in addition to employees cleaning each position before they sit down for a shift. Some cleaning supplies were initially hard to come by but are more available now. Bleach, hand sanitizer, disinfectant sprays, alcohol wipes are all readily available and on hand. Alcohol wipes and some other items can be hard to find so donations, helpful employees and purchases have kept the stock current.

### Training

We have suspended all training and hiring for now due to the social distancing. We have had Admin staff in on a limited basis, so there isn't multiple personnel sharing space, equipment, desks etc. Our 6 recent hires are working phones only at this time and all are doing well. On May 11, we are beginning training and hiring on a limited basis and admin personnel will be reporting to work.

### COVID Testing

Employees are encouraged to get tested if they wish and some have. We have pushed out all the sites that we are aware of though tests are still in short supply and most require that you have symptoms. Rest assured we will not allow anyone in the Center that tested positive without a negative test following the required quarantine time, no symptoms and a doctor's note.

### Equipment

Personal keyboards are available for issue to each employee and are actively being disseminated. One keyboard will serve as internet and CAD with the help of software. IT made this happen at a cost of about \$1500 which is worth it to assist in keeping the workstation clean.

### Staffing

We have gone to our increased summer staffing and been able to maintain staff needed because most everyone has cancelled their vacations and training throughout the industry has been cancelled.

Thank you to the Board for replacing our AC unit that is new and top notch and exchanges all the air frequently throughout the day.

Spring Tremaine

Executive Director

Genesee County 9-1-1 Staff,

The policy on masks is as follows. “Masks shall be used by all employees that are not able to consistently maintain 6 feet of separation from other employees.”

Further clarification of this is face coverings at work shall be worn if communicating with someone and you are less than 6 feet apart.

If you are seated at a phone position and not training or communicating with someone in the room, you may choose to not wear a face covering. If you get up to talk to a coworker, supervisor or leave your position in an effort to communicate, the face covering has to be worn. You may choose to always wear your mask as an option as well. While seated in the radio area masks must be worn unless eating or drinking because the distance is difficult to maintain regardless of intention to communicate. I hope this helps. Reach out to Tim or myself with questions.

On a side note, we have quotes coming for spit guards at several positions and Valerie’s area though it won’t really help in the radio area.

Thank you, Spring

**Spring Tremaine**

Executive Director

