

**AGENDA**  
**Wednesday, May 20, 2020**  
**9:00 a.m.**  
**CLARE COUNTY BOARD OF COMMISSIONERS**

**MISSION STATEMENT:**

**The mission of Clare County government is to provide quality services among competing demands for limited resources in the most effective and efficient manner possible to the citizens and patrons of Clare County government.**

- 1. Call to Order**  
**Pledge of Allegiance**
  
- 2. Roll Call**
  
- 3. Approval of Agenda**
  
- 4. Approval of Minutes**
  - A. Board of Commissioners Minutes of April 22, 2020** **Pages 4 - 11**
  - B. Special Meeting Minutes of April 24, 2020** **Pages 13 & 14**
  - C. Special Meeting Minutes of May 5, 2020** **Pages 17 - 19**
  
- 5. General Public Comment (Limited to Three Minutes per Speaker)**
  
- 6. Communications List** **Page 21**
  
- 7. ADMINISTRATOR'S REPORT (Limited to three minutes)**
  
- 8. COMMUNITY SERVICES DIRECTOR (Limited to five minutes)**
  
- 9. Public Hearings/Special Presentation**
  - 9:15 a.m. Michelle Ambrozaitis - BJA Federal Grant**
  
  - 9:30 a.m. Dusty Merritt - Letter of Understanding**
    - 1. Letter of Understanding** **Page 23 & 24**

**Motion:** To approve a letter of understanding between Clare County and UAW Units 1 & 2 allowing for carry over of vacation or personal time exceeding the 5 day carry over allowed in the current contract, if it falls during the COVID 19 pandemic, with the stipulation that all time must be used by their next anniversary date or December 31, 2020.

**Motion By:**

**Seconded By:**

**Carried**

**Failed**

**9:45 a.m. Tom Pirnstill, Clare County Transit - Update**



4a.

**MINUTES OF THE CLARE COUNTY  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING**

Harrison, Michigan 48625

Unapproved minutes  
April 22, 2020

Meeting was called to order at 10:02 a.m.

Pledge of Allegiance and moment of silence for our active military, veterans and first responders.

**COMMISSIONERS PRESENT**

District 1 Dale Majewski, District 2 Samantha Pitchford, District 3 Leonard Strouse, District 4 Jack Kleinhardt, District 5 Mark Fitzpatrick, District 6 David Hoefling, and District 7 Jeff Haskell.

**COMMISSIONERS ABSENT**

No Commissioners Absent

**OTHERS PRESENT**

Jesse Bellenger and Michelle Ambrozaitis

**APPROVAL OF AGENDA**

It was moved by Commissioner Majewski, seconded by Vice Chairperson Pitchford, to approve the agenda. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (7) being Commissioners Majewski, Pitchford, Hoefling, Strouse, Fitzpatrick, Haskell, and Kleinhardt

Nays: (0)

Absent: (0)

**Motion carried**

**APPROVAL OF MINUTES**

It was moved by Vice Chairperson Pitchford, seconded by Commissioner Majewski to approve the Board of Commissioners Minutes for March 30, 2020. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Majewski, Strouse, Fitzpatrick, Hoefling, Haskell, and Kleinhardt

Nays: (0)

Absent: (0)

**Motion carried**

**GENERAL PUBLIC COMMENT**

None

**COMMUNICATIONS LIST**

No discussion regarding communications list

**ADMINISTRATOR'S REPORT**

Administrator Byard handed out copies if millages that have previously been discussed for consideration of the Commissioners, she has been researching furlough and layoffs and found that they are the same thing except that if you furlough an employee, you are guaranteeing they will be called back to work, they also keep their health insurance, and accrue vacation and sick time. Administrator Byard asked how

**ADMINISTRATOR'S REPORT - continued**

the County is going to re-open, Chairperson Kleinhardt stated they needed an order from the Governor before making a plan.

**COMMUNITY SERVICES DIRECTOR**

Clerk Lori Martin gave the report on behalf of Community Services Director Lori Phelps. Director Phelps is working to create a mobile app for building permits, online building permit applications are already available, Director Phelps is working with Pam O'Laughlin to write a grant for small businesses in Clare County,

**PUBLIC HEARINGS/SPECIAL PRESENTATIONS**

Equalization Director Pete Peterson started the Equalization Session of the Board of Commissioners. Assessed values went up in Clare County by 6.55%, taxable value went up 3.5%, inflation multiplier is 1.9%, and are looking at an increase to the county of 3.5% (\$180,000.00) to the county's revenue. Clare County did grow last year.

1. Resolution #20-06

It was moved by Commissioner Strouse, seconded by Commissioner Hoefling to accept the equalized value recommendation presented by the County Equalization Director of \$1,378,032,082.00 for Clare County set forth in Resolution # 20-06. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (7) being Commissioners Strouse, Hoefling, Haskell, Majewski, Pitchford, Fitzpatrick, and Kleinhardt

Nays: (0)

Absent: (0)

**Motion for Resolution carried**

**COMMITTEE REPORTS/CONSENT CALENDAR**

A. Justice Committee

1. Assistant Prosecutor

It was moved by Commissioner Hoefling, seconded by Commissioner Haskell to allow the Prosecuting Attorney to hire an Assistant Prosecutor to fill an already existing and budgeted position that is vacant as of March 13, 2020, with a salary to be set somewhere within the \$40,000.00 - \$50,000.00 range depending upon experience of the chosen applicant. The salary of the new attorney hire will not exceed that of the outgoing assistant prosecutor who was paid at the top of that range, specifically \$50,384.70. Or, in the alternative, to allow the Prosecuting Attorney to hire a paralegal at the entry level pay scale in the union contract, which is \$29,000.83 (\$14.872/hr) or legal secretary at the entry level pay scale in the union contract, which is \$27,007.13 (\$13.850), to fill an already existing and budgeted position that will be vacant as of March 31, 2020. The Prosecuting Attorney may utilize her discretion in determining which individual within those two categories best suits the needs and requirements of her office to fill 1 vacancy in her office. Chairperson Kleinhardt asked for discussion, Prosecutor Ambrozaitis confirmed she was aware the Board of Commissioners asked and paid for an opinion from their civil attorney regarding this position, and that opinion was that the county is contractually obligated to fill the position. Prosecutor Ambrozaitis went on to outline the statutory obligations, the contractual obligations, and explained in great detail the cases this position is obligated to work on, including but not limited to, child support and paternity. Her office pursues child support and paternity on behalf of the state. The county is only obligated to pay 34% of the payroll out of the general fund for this position. Prosecutor Ambrozaitis

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

**Justice Committee - continued**

confirmed if the Board of Commissioners does not allow her to fill this position, they will be in breach of contract. Commissioner Majewski suggested to wait on filling the position while the Commissioner's look at the contract, and get a second opinion other than the county civil attorney and the county prosecuting attorney. Roll call vote revealed:

Yeas: (2) being Commissioners Hoefling and Haskell  
Nays: (5) being Commissioners Fitzpatrick, Strouse, Pitchford, Majewski, and Kleinhardt  
Absent: (0)  
**Motion failed**

2. Resolution #20-07

It was moved by Commissioner Fitzpatrick, seconded by Commissioner Hoefling to approve the 911 Plan Amendment with Resolution # 20-07. Chairperson Kleinhardt asked for discussion, after a brief discussion roll call vote revealed:

Yeas: (7) being Commissioners Fitzpatrick, Hoefling, Haskell, Majewski, Pitchford, Strouse, and Kleinhardt  
Nays: (0)  
Absent: (0)  
**Motion for Resolution carried**

3. Resolution 20-08

It was moved by Commissioner Haskell, seconded by Commissioner Hoefling to approve Resolution #20-08 authorizing the election proposal for Clare County E911/ Central Dispatch to increase the monthly surcharge rate and certifying the ballot language. Chairperson Kleinhardt asked for discussion, after 911 Dispatcher Marlana Terrian explained the funds expected to be collected and the projected use of funds, roll call vote revealed:

Yeas: (7) being Commissioners Haskell, Hoefling, Majewski, Pitchford, Strouse, Fitzpatrick, and Kleinhardt  
Nays: (0)  
Absent: (0)  
**Motion for Resolution carried**

4. Eagle Scouts

It was moved by Commissioner Hoefling, seconded by Commissioner Fitzpatrick to send letters on behalf of the Board of Commissioners to recognize Mr. William Bell and Mr. Josh Mangus for their accomplishments in earning the rank of Eagle Scott, and allow the Chair to sign. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (7) being Commissioners Hoefling, Fitzpatrick, Strouse, Majewski, Pitchford, Haskell, and Kleinhardt  
Nays: (0)  
Absent: (0)  
**Motion carried**

5. Letter of Understanding

It was moved by Vice Chairperson Pitchford, seconded by Commissioner Haskell to approve allowing the Sheriff Department Bargaining Units/ Union Staff to receive a ½ hour comp time for every hour worked during the COVID-19 Stay Home Order and/or Response Period as of 03-19-20.

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

**Justice Committee - continued**

Chairperson Kleinhardt asked for discussion, after a time of discussion roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Haskell, Majewski, Fitzpatrick, Strouse, Hoefling, and Kleinhardt

Nays: (0)

Absent: (0)

**Motion carried**

6. It was moved by Commissioner Haskell, seconded by Commissioner Hoefling to include Rudy and Bob from the Animal Control in the same program as the Sheriff's Department. Chairperson Kleinhardt asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Haskell, Hoefling, Majewski, Pitchford, Strouse, Fitzpatrick, and Kleinhardt

Nays: (0)

Absent: (0)

**Motion carried**

**B. Health and Human Services Committee**

1. Reappoint Mike Tobin

It was moved by Commissioner Majewski, seconded by Commissioner Strouse to reappoint Mike Tobin to Region VII Area Agency on Aging Governing Board with term to expire March 31, 2023. Chairperson Kleinhardt asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Majewski, Strouse, Hoefling, Fitzpatrick, Pitchford, Haskell, and Kleinhardt

Nays: (0)

Absent: (0)

**Motion carried**

2. Resolution #20-10

It was moved by Commissioner Strouse, seconded by Commissioner Fitzpatrick to approve Resolution #20-10 (the cost of acquiring an existing building and constructing, equipping and furnishing comprehensive renovations to said building to house facilities for the County's Senior Services Council on Aging the "Project"), intent to issue its limited tax general obligation bonds in one or more series in the aggregate principal amount of not to exceed \$545,000.00 to finance all or part of the cost of the Project. The County hereby declares that it reasonably expects to seek reimbursement for its advances to the Project as anticipated by this resolution Chairperson Kleinhardt asked for discussion, Commissioner Strouse asked if the County would be obligated to the loan, Commissioner Majewski confirmed that this is strictly Council on Aging and no money would come from the County. Commissioner Haskell reiterated it is a bond and it sounds like the County would be responsible. Director Phelps confirmed the USDA will issue the loan once the bonds are done and all the funds to pay the bond counsel come out of the USDA dollars, roll call vote revealed:

Yeas: (7) being Commissioners Strouse, Fitzpatrick, Pitchford, Haskell, Majewski, Hoefling, and Kleinhardt

Nays: (0)

Absent: (0)

**Motion for Resolution carried**

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

**Health and Human Services Committee - continued**

**3. Bond Counsel**

It was moved by Commissioner Majewski, seconded by Commissioner Strouse to approve the agreement between Dickinson Wright PLLC as Bond Counsel with Clare County. Chairperson Kleinhardt asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Majewski, Strouse, Pitchford, Fitzpatrick, Hoefling, Haskell, and Kleinhardt.

Nays: (0)

Absent: (0)

**Motion carried**

**C. Physical Resources and Economic Development Committee**

**1. MSUE, Clare County 2019-2020 Annual Report**

No report was given.

**2. Resolution 20-09**

It was moved by Commissioner Hoefling, seconded by Strouse to approve Resolution # 20-09, that the following proposal be submitted to the qualified voters of the County of Clare on Tuesday, August 4, 2020, in the state primary election: Clare County Millage for Michigan State University Extension Services and 4-H. Chairperson Kleinhardt asked for discussion, Sherry Spoolman gave update on how much revenue would be brought in and what the funds would be used for, roll call vote revealed:

Yeas: (6) being Commissioners Hoefling, Strouse, Pitchford, Majewski, Haskell, and Kleinhardt.

Nays: (1) Commissioner Majewski

Absent: (0)

**Motion for Resolution carried**

**3. Janitorial Contract**

It was moved by Commissioner Fitzpatrick, seconded by Commissioner Hoefling to approve a janitorial contract between AWOL and Clare County for 3 years to begin May 1, 2020. Chairperson Kleinhardt asked for discussion, there was discussion that AWOL had not asked for an increase in the previous 7 years, roll call vote revealed:

Yeas: (7) being Commissioners Fitzpatrick, Hoefling, Haskell, Strouse, Pitchford, Majewski, and Kleinhardt.

Nays: (0)

Absent: (0)

**Motion carried**

**D. Finance and Administration Committee**

**1. Statutory Finance Committee**

It was moved by Vice Chairperson Pitchford, seconded by Commissioner Majewski to approve Statutory Finance Committee meeting minutes of March 30, 2020 in the amount of \$123,846.78 and April 15, 2020 in the amount of \$171,999.83. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Majewski, Haskell, Hoefling, Fitzpatrick, Strouse, and Kleinhardt.

Nays: (0)

Absent: (0)

**Motion carried**

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

**Finance and Administration Committee - continued**

2. Monthly Expenditures

It was moved by Commissioner Haskell, seconded by Commissioner Hoefling to approve the expenditures for the month of March 2020 in the amount of \$2,593,202.95 with the General Fund expenditures totaling \$873,162.90. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (7) being Commissioners Haskell, Hoefling, Strouse, Pitchford, Majewski, Fitzpatrick, and Kleinhardt.

Nays: (0)

Absent: (0)

**Motion carried**

3. Budget Adjustments

It was moved by Commissioner Strouse, seconded by Commissioner Haskell to approve Budget Adjustment #20-56 and 20- 58 in the amount of \$ 3,546.12 and \$26,000.00 to be distributed. Chairperson Kleinhardt asked for discussion, after discussion on what the adjustments were for roll call vote revealed:

Yeas: (7) being Commissioners Strouse, Haskell, Pitchford, Hoefling, Fitzpatrick, Majewski, and Kleinhardt.

Nays: (0)

Absent: (0)

**Motion carried**

4. Remonumentation Plan Agreement

Lori Martin, County Clerk – Register of Deeds gave a report written by County Surveyor Paul Lapham. 2019 remonumentation agreement with the State of Michigan has been completed and we have received final payment. The 2020 grant application has been approved and we have received the initial payment. State Legislatures have mandated that all counties submit a revised county plan. Our final inventory concludes that they have remonumented 1,793 corners and have 623 corners to be completed.

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to approve the agreement extending the 1993 Remonumentation plan agreement between Clare County and Lapham Associates. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (7) being Commissioners Strouse, Majewski, Fitzpatrick, Pitchford, Haskell, Hoefling, and Kleinhardt.

Nays: (0)

Absent: (0)

**Motion carried**

5. Peer Review Group

It was moved by Commissioner Majewski, seconded by Commissioner Haskell to approve the Peer Review Group of Larry Cavanagh, P.S., Jerry Jones, P.S., and W.B. Ruddell, P.S. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (7) being Commissioners Majewski, Haskell, Hoefling, Strouse, Fitzpatrick, Pitchford, and Kleinhardt.

Nays: (0)

Absent: (0)

**Motion carried**

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

**Finance and Administration Committee - continued**

6. Remonumentation Plan

It was moved by Vice Chairperson Pitchford, seconded by Commissioner Strouse to approve the 2020 Revised County Remonumentation Plan. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Strouse, Fitzpatrick, Haskell, Hoefling, Majewski, and Kleinhardt.

Nays: (0)

Absent: (0)

**Motion carried**

7. Unsold Parcels

It was moved by Commissioner Haskell, seconded by Commissioner Majewski to transfer the seven unsold parcels to the Land Bank with Board Chair to sign. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (7) being Commissioners Haskell, Majewski, Strouse, Pitchford, Hoefling, Fitzpatrick, and Kleinhardt.

Nays: (0)

Absent: (0)

**Motion carried**

**CLERK/REGISTER OF DEEDS REPORT**

Clerk/Register of Deeds Lori Martin gave an update on the filing deadline and who filed for what county-wide offices.

**TREASURER'S REPORT**

Treasurer Jenny Beemer-Fritzinger reported that her office has been here working full time since COVID-19 started trying to keep the county solvent and keeping the finances rolling. Treasurer Beemer-Fritzinger just finished settlement and is preparing pay out to all the townships/cities in the amount just under \$4.4 million. Her office has sent out 6,300 delinquent tax notices, sent over to the Register of Deeds 1,040 forfeiture notices for the 2018 taxes, and the Governor extended the redemption deadline for 2017 and prior years' taxes to May 29, 2020 or 30 days after the expiration of the executive order, whichever occurs later.

**CHAIRPERSON'S REPORT**

Chairperson Jack Kleinhardt had nothing to report.

**VICE CHAIRPERSON'S REPORT**

Vice Chairperson Samantha Pitchford had nothing to report.

**COMMISSIONER'S REPORT**

Commissioner Majewski had nothing to report.

Commissioner Strouse talked about his plans of retirement and his time as a commissioner.

Commissioner Hoefling has been sending his reports to the townships instead of attending meetings. Commissioner Hoefling announced he, just that week, graduated from Alma College with a Bachelors of Art and Political Science degree.

**COMMISSIONER'S REPORT**

Commissioner Fitzpatrick hasn't been going to meetings, but talked about how COVID-19 has affected the farmers in our area.

Commissioner Haskell hasn't been going to meetings.

Vice Chairperson Pitchford left the meeting at 12:06 p.m.

**STATE OF COUNTY BUDGET**

There was a great deal of discussion regarding cutting employees, employee pensions, employee health insurance, animal control, and road patrol.

It was moved by Commissioner Haskell, seconded by Commissioner Hoefling to approve Resolution 20-11 allowing a millage for animal control to be placed on the August 4, 2020 ballot. Chairperson Kleinhardt asked for discussion, Rudy from the animal shelter agreed with the decision to place animal control on the ballot, roll call vote revealed:

Yeas: (5) being Commissioners Haskell, Hoefling, Fitzpatrick, Strouse, and Kleinhardt.

Nays: (1) Commissioner Majewski

Absent: (1) Vice Chairperson Pitchford

**Motion for Resolution carried**

Sheriff Wilson also confirmed he, the Clerk, the Treasurer, and the Prosecutor are meeting and they are scared about the whole state of the county and are trying to figure some things out in regard to the budget.

A road patrol millage was discussed in great length. Commissioner Hoefling confirmed that the commissioners are not raising taxes on the people, but the people are deciding whether or not they want certain services, such as road patrol when they vote for or against an issue on the ballot.

It was moved by Commissioner Hoefling, seconded by Commissioner Haskell to place the road patrol millage on the August 4, 2020 ballot. Chairperson Kleinhardt asked for discussion, Treasurer Beemer-Fritzinger asked the board to think about this financially, she does not believe that if they do all the suggested proposals, the amounts listed are necessary, the amounts would need to be reduced. Treasurer Beemer-Fritzinger is not seeing anyone looking at the budget on a daily basis (Treasurer Beemer-Fritzinger manages the incoming revenues in the budget, not the expenditures), budget adjustments need to be being made frequently, the numbers given before COVID indicated the county was in danger, the way the budget is today the county would end with another \$500,000.00 deficit. Treasurer Beemer-Fritzinger called and talked with Gladwin County, they have millages and are not in the same cash deficit as Clare County. If the Board of Commissioners want to keep the services we have, it is inevitable, they will have to ask for millages.

**STATE OF COUNTY BUDGET**

Commissioner Strouse wants to see what employee layoffs can be made, insurances can be cut to the employees, and concessions that can be made by the employee retirements before adding any millages to the ballot.

Sheriff Wilson suggested to wait until after the August election to decide on the road patrol millage, see where the county budget is at after making cuts and seeing if the animal control millage passes. Clerk/Register Martin confirmed the deadline to file for a proposal on the November ballot is August 11, 2020.

**STATE OF COUNTY BUDGET - continued**

It was moved by Commissioner Hoefling, seconded by Commissioner Haskell to rescind the prior motion to place the road patrol millage on the August 4, 2020 ballot. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Hoefling, Haskell, Fitzpatrick, Strouse, Majewski, and Kleinhardt.

Nays: (0)

Absent: (1) Vice Chairperson Pitchford

**Motion carried**

Administrator Byard asked the Board what is the county going to do if the stay at home order is extended. No decision was made.

Commissioner Majewski asked the employees come up with a package to offer for early retirement and not replace those employees.

Commissioner Strouse left the meeting at 12:56 p.m.

Commissioner Strouse returned to the meeting at 12:58 p.m.

**PUBLIC COMMENT**

There were several members of the public that made comments and asked questions regarding road patrol, corrections officers, insurance, layoff, and furlough.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

Meeting Adjourned at 12:59 p.m.

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Lori Martin, Clerk  
Clare County Board of Commissioners

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Jack Kleinhardt, Chairperson  
Clare County Board of Commissioners



4/b.

**MINUTES OF THE CLARE COUNTY  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING**

Harrison, Michigan 48625

Unapproved minutes  
April 24, 2020

Meeting was called to order at 1:04 p.m.

Pledge of Allegiance and moment of silence for our active military, veterans and first responders.

**COMMISSIONERS PRESENT**

District 1 Dale Majewski, District 2 Samantha Pitchford, District 3 Leonard Strouse, District 4 Jack Kleinhardt, District 5 Mark Fitzpatrick, and District 7 Jeff Haskell.

**COMMISSIONERS ABSENT**

District 6 David Hoefling

**OTHERS PRESENT**

Chief Deputy Clerk Stacy Pechacek and IT Director Jesse Bellinger

**APPROVAL OF AGENDA**

It was moved by Commissioner Majewski, seconded by Commissioner Strouse, to approve the agenda. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Strouse, Pitchford, Fitzpatrick, Haskell, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Hoefling

**Motion carried**

**GENERAL PUBLIC COMMENT**

Commissioner Strouse asked who was listening via zoom, there were 55 participants. Chairperson Kleinhardt commented that they have always asked people to come to the meetings and thanked everyone for being interested and participating in the meeting.

**FURLOUGH/LAYOFF DISCUSSION**

There was discussion regarding voluntary furloughs and layoffs and what staff is needed for courts. Administrator Byard confirmed that if an employee was on furlough they would continue their health insurance, get underemployment or unemployment, and still accrue sick time and vacation time. She also confirmed there is no difference in the county costs between furlough and layoffs for the COVID-19 crisis. The difference comes in when the layoffs are permanent.

It was moved by Commissioner Haskell, seconded by Commissioner Majewski to allow voluntary layoffs or furloughs until stay at home order has expired. Chairperson Kleinhardt asked for discussion, there was confirmation that the employees would still have to pay their own health insurance while on layoff or furlough, roll call vote revealed:

Yeas: (5) being Commissioners Haskell, Majewski, Fitzpatrick, Pitchford, and Kleinhardt

Nays: (1) Commissioner Strouse

Absent: (1) Commissioner Hoefling

**Motion carried**

**FURLOUGH/LAYOFF DISCUSSION – continued**

It was moved by Commissioner Majewski, seconded by Commissioner Fitzpatrick that they take the recommendation from Karl in Veterans Affairs and layoff his secretary and reduce his hours to 30 per week. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Fitzpatrick, Haskell, Strouse, Pitchford, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Hoefling

**Motion carried**

**E911**

Administrator Byard explained the next few motions as being necessary to rescind resolution #20-08 E911 because when her office prepared the agenda packet, the wrong resolution was put in the packet and therefore the Board did not have the correct resolution when voting, which is required and must re-vote on it. The other two resolutions were missing ballot language that is required to be on it therefore the Board must rescind and re-vote.

- a. It was moved by Commissioner Strouse, seconded by Commissioner Majewski to rescind the motion adopting Resolution #20-08 authorizing the election proposal for Clare County E911/Central Dispatch to increase the monthly surcharge rate and certifying the ballot language. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Strouse, Majewski, Pitchford, Fitzpatrick, Haskell, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Hoefling

**Motion carried**

- b. It was moved by Commissioner Majewski, seconded by Commissioner Fitzpatrick to approve Resolution #20-08 authorizing the election proposal for Clare County E911/Central Dispatch to increase the monthly surcharge rate and certifying the ballot language. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Fitzpatrick, Haskell, Strouse, Pitchford, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Hoefling

**Motion carried**

**ANIMAL CONTROL MILLAGE**

- a. It was moved by Commissioner Majewski, seconded by Commissioner Fitzpatrick to rescind the motion adopting Resolution #20-11 that the following proposal be submitted to the qualified voters of the County of Clare on Tuesday, August 4, 2020, in the state primary election: Clare County Millage for the Clare County Animal Control. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Fitzpatrick, Strouse, Pitchford, Haskell, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Hoefling

**Motion carried**

**ANIMAL CONTROL MILLAGE - continue**

- b. It was moved by Vice Chairperson Pitchford, seconded by Commissioner Strouse to approve Resolution #20-11, that the following proposal be submitted to the qualified voters of the County of Clare on Tuesday, August 4, 2020, in the state primary election: Clare County Millage for the Clare County Animal Control. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Pitchford, Strouse, Haskell, Fitzpatrick, Majewski, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Hoefling

**Motion carried**

**MSUE**

- a. It was moved by Commissioner Fitzpatrick, seconded by Commissioner Majewski to rescind the motion adopting Resolution #20-09 that the following proposal be submitted to the qualified voters of the County of Clare on Tuesday, August 4, 2020, in the state primary election: Clare County Millage for Michigan State University Extension Services 4-H. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Fitzpatrick, Majewski, Strouse, Haskell, Pitchford, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Hoefling

**Motion carried**

- b. It was moved by Commissioner Strouse, seconded by Vice Chairperson Pitchford to approve Resolution #20-09, that the following proposal be submitted to the qualified voters of the County of Clare on Tuesday, August 4, 2020, in the state primary election: Clare County Millage for Michigan State University Extension Services and 4-H. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (5) being Commissioners Strouse, Pitchford, Haskell, Fitzpatrick, and Kleinhardt

Nays: (1) Commissioner Majewski

Absent: (1) Commissioner Hoefling

**Motion carried**

**2021 BUDGET CALENDAR**

- a. It was moved by Commissioner Majewski, seconded by Commissioner Fitzpatrick to adopt the Clare County budget calendar for the 2021 budget. Chairperson Kleinhardt asked for discussion, Clerk/Register Martin asked that the August 4<sup>th</sup> and 5<sup>th</sup> dates be changed to August 11<sup>th</sup> and 12<sup>th</sup> because of the election, roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Fitzpatrick, Pitchford, Strouse, Haskell, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Hoefling

**Motion carried**

April 24, 2020

Commissioner Hoefling joined the meeting at 2:51 p.m.

Commissioner Haskell left the meeting at 3:00 p.m.

#### **BUDGET ADJUSTMENTS**

- b. It was moved by Vice Chairperson Pitchford, seconded by Commissioner Majewski to approve budget adjustment #20-59 in the amount of \$235,000.00. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Pitchford, Majewski, Strouse, Fitzpatrick, Hoefling, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Haskell

**Motion carried**

#### **PUBLIC COMMENT**

Veterans Director Karl Hauser updated the Board of Commissioners on the Service Fund Grant, they have two initiatives under way – Billboards and Bus Wraps. Commissioner Majewski commented that he appreciated him stepping forward to help with the budget, several other commissioners agreed.

There were comments regarding cancelling the cleaning contract, replacing employees, unemployment costs, layoffs, and fund balance.

#### **UNFINISHED BUSINESS**

Commissioner Majewski suggested eliminating courthouse security except for bailiffs in the courtroom. There was a long discussion regarding what that would look like.

Commissioner Majewski asked Treasurer Beemer-Fritzinger what the current budget figures are right now. Treasurer Beemer-Fritzinger stated it was hard to tell with the expenditures not being updated. She has made adjustments to the revenues.

Meeting Adjourned at 3:20 p.m.

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Lori Martin, Clerk  
Clare County Board of Commissioners

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Jack Kleinhardt, Chairperson  
Clare County Board of Commissioners

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**MINUTES OF THE CLARE COUNTY  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING**

Harrison, Michigan 48625

Unapproved minutes  
May 5, 2020

Meeting was called to order at 9:00 a.m.

Pledge of Allegiance and moment of silence for our active military, veterans and first responders.

**COMMISSIONERS PRESENT**

District 1 Dale Majewski, District 3 Leonard Strouse, District 4 Jack Kleinhardt, District 5 Mark Fitzpatrick, District 6 David Hoefling, and District 7 Jeff Haskell.

**COMMISSIONERS ABSENT**

District 2 Samantha Pitchford

**OTHERS PRESENT**

Terry Acton and Jesse Bellinger

**APPROVAL OF AGENDA**

It was moved by Commissioner Majewski, seconded by Commissioner Haskell to approve the agenda. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Haskell, Hoefling, Fitzpatrick, Strouse, and Kleinhardt  
Nays: (0)  
Absent: (1) Commissioner Pitchford  
**Motion carried**

**GENERAL PUBLIC COMMENT**

None

**FY 2020 BUDGET DISCUSSION**

Administrator Byard read a memo outlining ideas for budget cuts and handed out figures with the current savings from furloughed employees and the list of 10% cuts for each department.

Commissioner Strouse asked who was participating from zoom, IT Director Jesse Bellinger indicated 65 people were participating.

Travel, expense, and hiring freeze were discussed and confirmed there were already decisions made on those items at previous meetings.

More cuts that were discussed were to cut court security, stop using the metal detector, cleaning contract, offering early retirement for employees eligible, public guardian, airport, and 10% cut across the board.

It was moved by Commissioner Majewski, seconded by Commissioner Fitzpatrick for budget adjustments to start with the 10% reduction in each department budget, layoff of the part time office employees at the animal shelter, layoff the payroll clerk, removal of the \$10,000.00 from the airport, elimination of court security keeping in mind that bailiffs will be needed when court is in session, and elimination of cleaning contract and pursue modified schedule for cleaning hallways and bathrooms. Chairperson Kleinhardt asked for discussion, Commissioner Majewski indicated the 10% from each department is the only even and fair way to make cuts. Commissioner Majewski,

**FY 2020 BUDGET DISCUSSION - continued**

Chairperson Kleinhardt, and Commissioner Strouse all confirmed that cuts that have already been made, such as furloughs, layoffs, and lost employees would count toward each departments 10%. Clerk/Register Martin asked to be able to cut 10% as a whole from her office and not 10% from each budget, and also the election budget would not be cut because it has to be paid for whether it is budgeted for or not, and the board agreed. There was more discussion regarding IT Department, roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Fitzpatrick, Strouse, Hoefling, Haskell, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Pitchford

**Motion carried**

It was moved by Commissioner Majewski, seconded by Commissioner Haskell to allow department heads to pursue offering early retirement with 1 year of health insurance and not replace the person and the person retiring will still pay their portion of the health insurance. Chairperson Kleinhardt asked for discussion, Chairperson Kleinhardt reminded everyone things can be changed later. Clerk/Register Martin indicated she has an employee that wants to retire with 2 years' health insurance Commissioner Majewski decided no, there will be no negotiating, roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Haskell, Fitzpatrick, Strouse, Hoefling, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Pitchford

**Motion carried**

Commissioner Strouse left the meeting at 10:38 a.m.

Commissioner Strouse returned to the meeting at 10:39 a.m.

**BUDGET ADJUSTMENTS**

It was moved by Commissioner Majewski, seconded by Commissioner Hoefling to approve budget adjustments 20-62, 20-63, 20-64, 20-65, 20-68, 20-69, 20-70, and 20-71 in the amounts of \$300.00, \$7,800.00, \$25,000.00, \$4,381.24, \$44,400.00, \$2,000.00, \$44,209.96 and \$29,496.90. Chairperson Kleinhardt asked for discussion, hearing none roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Hoefling, Haskell, Fitzpatrick, Strouse, and Kleinhardt

Nays: (0)

Absent: (1) Commissioner Pitchford

**Motion carried**

**PUBLIC COMMENT**

Commissioner Majewski wanted it to be known that anyone seeking a grant, no matching funds will be approved out of the general fund, separate funds (other than general fund) could match the funds.

Commissioner Fitzpatrick left the meeting at 10:51 a.m.

Commissioner Fitzpatrick returned to the meeting at 10:52 a.m.

The public gave suggestions for cleaning the courthouse, 10% cuts, budget adjustments today counting toward the 10% cut, layoffs and furloughs.

Treasurer Beemer-Fritzinger asked how the county was going to handle opening as per executive order 20-75, Clerk/Register of Deeds confirmed she would be allowing the

May 5, 2020

**PUBLIC COMMENT - continued**

public in by appointment only. Lori Phelps confirmed the same for the building department.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Commissioner Fitzpatrick would like to take an assessment of all the phones and stipend money for phones. Administrator Byard will get that information for the next board meeting.

Meeting Adjourned at 11:11 a.m.

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Lori Martin, Clerk  
Clare County Board of Commissioners

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Jack Kleinhardt, Chairperson  
Clare County Board of Commissioners



6.

**CLARE COUNTY BOARD OF  
COMMISSIONERS  
COMMUNICATIONS LIST  
May 20, 2020**

1. Livingston County Resolution to Support “Stepping Up Initiative to Reduce the Number of People with Mental Illness in Jails.
2. Letter from Berrien County Board of Commissioners to Governor Gretchen Whitmer urging the move forward with an objective plan of action for re-opening our economy in conjunction with input from local government, and with continued attention to public health and safety.
3. Letter from Region VII Area Agency on Aging informing the board that a letter of intent needs to be submitted if we are interested in participating in the FY 2021 Request for Proposal (RFP) process, with the letter of intent form to be completed and submitted to Region VII Area Agency on Aging office on or before 4:00 p.m. on Friday, May 29, 2020.
4. Memorandum from Delta Dental regarding Covid-19 Updates stating that Delta Dental of Michigan, Ohio and Indiana will credit clients one-month of premium (fully insured) or administration fee (ASO). The credit will be reflected on the June invoice and will be based on the actual premium or administration fee calculated with the billing system for April. **(Approximately a \$3000 savings for Clare County)**
5. Letter from the City of Clare stating that they will be holding a public hearing regarding the request to transfer seven Industrial Facilities Tax Exemption Certificates, on file with the State of Michigan under the name of Robotic Welded Parts, Inc., transferring those certificates to Robotic Welded Parts, LLC.



9:30  
/

# LETTER OF UNDERSTANDING

## Vacation and Personal Leave Time

The following letter of understanding is between the COUNTY OF CLARE, (hereinafter referred to as the "Employer") and the UAW Local 1974, Unit 1 and Unit 2 (hereinafter referred to as the "Union") have entered into a collective bargaining agreement, with a term of October 1, 2017 through September 30, 2020.

WHEREAS, the Employer and the Union mutually acknowledge that Personal Time and Vacation Time

WHEREAS, the Employer and the Union mutually agree to allow the employee to carry over more than 5 vacation/ personal days if their anniversary date falls during this Covid 19.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties that:

1. Employees may carry more than the 5 vacation/ personal time over after their anniversary if it falls during the Covid 19.
2. Any employee must use their rolled over time by their next anniversary or December 31, 2020.

IN WITNESS WHEREOF, the parties hereto have set their hands this 11 day of May 2020.

EMPLOYER

UNION

CLARE COUNTY BOARD OF

UAW LOCAL 1974

COMMISSIONERS

UNIT 1

UNIT 2

By \_\_\_\_\_

By [Signature] Unit 1

By [Signature] Unit 2

**Clare County Treasurer**

By \_\_\_\_\_

**Clare County Prosecutor**

By \_\_\_\_\_

**Clare County Clerk**

By \_\_\_\_\_

**Clare County Drain Commissioner**

By \_\_\_\_\_

## **A. JUSTICE STANDING COMMITTEE**



# Clare County

AI.

To: All Full Time / POAM Bargaining Unit Members  
From: Clare County Board of Commissioners  
Re: Letter of Understanding Agreement for COVID-19 Emergency  
Date: 05-08-20

In response to the requested review of the COVID-19 situation the Employer ("County") and the Employee ("Union") recognize the unforeseen hardships created on public safety staff. Due to the emergency situation presented by COVID-19 that Sheriff's Office employees were put on notice that they were not able to use their vacation time due to being essential. The County and Union hereby agree: to allowing unit employees to extend any unused leave time until December 31, 2020 or their next anniversary date, whichever is later to allow the use of the time. The COVID-19 comp time accumulated will remain indefinite for use during the the employee's employment.

Dave Aldrich  
POAM-Road Patrol  
Rep. Name Printed

[Signature]  
POAM-Road Patrol  
Rep. Name Signature

5/13/20  
Date

BRAD Feger  
COAM  
Rep. Name Printed

[Signature]  
COAM  
Rep. Name Signature

5/13/2020  
Date

Joe White  
POAM-Corrections on  
Rep. Name Printed

Joe White  
POAM-Corrections on  
Rep. Name Signature

5/13/20  
Date

Katrina Brazier  
POAM-911  
Rep. Name Printed

Katrina Brazier  
POAM-911  
Rep. Name Signature

5/13/20  
Date

[Signature]  
Clare County Sheriff  
John S. Wilson

K. May 20  
Date

Clare County Board Chairperson  
Jack Kleinhardt

Date

Clare County Clerk  
Lori Martin

Date





A2.

**COUNTY OF CLARE  
COVID-19 Preparedness and Response Plan**

**COVID-19 Workplace Coordinator**

**Date Implemented:**  
May 20, 2020

# COUNTY OF CLARE

## COVID-19 Preparedness and Response Plan

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**COUNTY OF CLARE  
COVID-19 PREPAREDNESS AND RESPONSE PLAN  
Certification by Board of Commissioners Chairperson**

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

- 1.) It complies with Michigan Executive Order #2020-59 dated Friday, April 24, 2020. And Subsequent Corresponding Executive Orders To Date
- 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 County of Clare's website and at each County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Date:

## COVID-19 Preparedness and Response Plan

Clare County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”) to provide guidance to County leaders and employees for getting back to work in the “new normal” which includes establishing protocols in accordance with relevant state and local orders related to COVID-19 and provides a framework for safely and efficiently re-opening the County Offices to all employees and the general public.

The County Administrator serves as the COVID-19 Workplace Coordinator. As such, the County Administrator will update this Plan as needed and communicate important messages to employees and the general public. Additionally, the County Administrator will work with Department Heads/Elected Officials to maintain adequate staffing levels to perform essential functions and identify alternate supply chains for critical goods and services in the event of disruption.

This Plan will remain in effect until further notice and may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

This plan is based on current Governors and state government orders and recommendations, and information provided by both CDC and local Health Department.

- Refer to current Executive orders issued for details.

## **SECTION 1: COUNTY GOVERNMENT STATUS FROM MARCH 24, 2020 THROUGH MAY 17, 2020**

Since March 24, 2020, Governor Gretchen Whitmer issued three (3) Executive Orders (2020-21, 2020-42, 2020 -59) addressing Michigan residents and businesses concerning COVID-19, with the most recent order expiring Friday, May 15, 2020. Each Order prohibits businesses or operations to operate a business or conduct operations that require workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U .S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020, guidance as well as additional categories of such workers identified by Governor Whitmer in her most recent Executive Order 2020-59, And subsequent orders to date.

Under the Executive Orders, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order.

### **1.2 County Office Hours**

All County offices and facilities remain closed to the general public currently, with limited access by appointment only for Specific departments. Subject to change with Governors Orders.

### **1.3 Visitors**

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the buildings hall be screened before entering the building. A screening questionnaire, attached as Appendix D, 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 do not allow them into the building. Provide the visitor with the Center for Disease Control’s fact sheet “Prevent the Spread of COVID-19 if you are Sick” attached in Appendix F. Forward the completed questionnaire to Human Resources for recordkeeping.

### **1.4 Employee Compensation and Work Schedules**

Full-time and part-time employees will receive their full base pay unless the employee is on a full or part time furlough. Compensation is based on the employee’s availability to work. That said, employees on a scheduled day off, with or without pay, are not entitled to any pay or compensation other than what had been agreed upon when the request for the day off was approved.

Part-time employees with established work schedules will receive their full base pay unless on furlough. Part-time employees with sporadic work schedules or who normally are called to work on an as-needed basis will be paid an average wage based on the previous three (3) months or since the start of their employment if the employee was hired less than three (3) months ago.

All County Departments are required to conduct minimum basic operations. Given this, employees may be required to report to work on a staggered or reduced schedule or work remotely from home. Should the employee not be able to accommodate for reasons other than as required by law or refuse to work, their employment situation, including pay, will be addressed in accordance with County Policies and/or applicable union contracts.

As directed by each Elected Official or County Administrator, employees are expected to work as much as possible to maintain their normal weekly work schedules.

### **1.5 Adherence to Protective Measures**

At all times while at work, employees must adhere to the protective measures listed in Section 3.

## **SECTION 2: COUNTY GOVERNMENT STATUS BEGINNING MAY 20, 2020**

The County has made the following determinations regarding office hours, employee work schedules, and employee compensation following, Current Governors Executive Orders Guidance and Best Practices:

### **2.1 County Office Hours**

In accordance with federal and state orders, all County offices and facilities will open to the general public. Social distancing guidance and signs that illustrate COVID-19 symptoms and prevention will be posted for public viewing. The number of public individuals present at one time may be limited in select County buildings.

### **2.2 Return to Work**

All employees are expected to return to their normal work schedules and work hours on (TBD). Telework may continue with the approval of the respective Elected Official or County Administrator and a Temporary Telecommuting Agreement must be executed – See Appendix E.

Should the employee not be able to return to work for reasons other than as required by law or refuse to work, their employment situation, including pay, will be addressed in accordance with County Policies and/or applicable union contracts.

### **2.3 Employee Compensation and Work Schedules**

Full-time and part-time employees must report to work, or telework, as directed by their Department Head/Elected Official, and will be paid following County Policy and/or union contract.

### **2.4 Adherence to Protective Measures**

At all times while at work, employees must adhere to the protective measures listed in Section 3.

## **SECTION 3: PROTECTIVE SAFETY MEASURES**

The following protective safety measures must be adhered to by all employees:

### **3.1 Staying Home When Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. However, it is critical that employees do not report to work while they are experiencing symptoms such as fever, cough, shortness of breath, sore throat, or vomiting/diarrhea. Compensation for time off due to illness will be in accordance with County Policies and/or union contracts.

### **3.2 Employee Screening BEFORE Entering the Workplace**

An Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire must be completed BEFORE employees arrive at the workplace. If an employee fails the screening process, they will need to notify their Department Head/Elected Official or designated office personnel and will not be allowed to come into work. The employee's return to work will be based on guidance from the District Health Department; such requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

No Touch Digital Thermometers may be used as applicable.

Employee screening questionnaires may be completed electronically and emailed to the designated office personnel or submitted via paper form upon arrival at work.

### **3.3 Employee Interaction with Other Departments**

Employees are discouraged from entering a Department that is other than where their normal work station is located. Signs will be placed on each Department entrance to limit entry.

### **3.4 Employee Self-Monitoring**

Employees are encouraged to self-monitor throughout the day. Take and record your temperature twice a day, once in the morning and once in the evening. Report any temperature of 100.4 degrees or above to your doctor. For further guidance on self-monitoring is attached in Appendix F.

### **3.5 Enhanced Social Distancing**

Social distancing is a simple and effective mechanism to help prevent the transmission of COVID-19. Implementing the following efforts into your workday will help to protect you and your co-workers:

- Reasonably avoid coming within 6 (six) feet of other individuals
- Watch for visual cues that reinforce distancing in common areas
- No handshaking or embracing co-workers or visitors
- Avoid anyone who appears to be sick or who is coughing or sneezing
- Avoid touching surfaces by others to the extent feasible
- Respect barriers and distances between workstations
- Avoid shared use of offices, desks, telephones and tools/equipment to the extent possible and disinfect between uses
- Limit the number of employees at one time in small office areas such as break rooms, copy machine rooms, file rooms, etc.
- Be aware of distances in elevators, smoking areas, and hallways
- If you Bring in lunch eat away from others

- Meetings should be conducted virtually or via phone when possible

Department Heads/Elected Officials will direct employees to perform their work in such a way to reasonably avoid coming within six (6) feet of other individuals and may establish additional safety protocols to be adhered to within their Department. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six (6) feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

### **3.6 Wearing Face Masks at Work**

All employees are expected to wear face masks at work as follows:

- When walking through public hallways, including utilization of restrooms
- If someone enters your office or workspace, both parties should wear masks
- During in-person meetings

Masks worn throughout the day while in your own office will be at the discretion of each employee and/or respective Department Head/Elected Official. (As Applicable)

### **3.7 Remote Work**

All employees are expected to return to their normal work schedules and work hours on (TBD). Telework may continue with the approval of the respective Elected Official or County Administrator and a Temporary Telecommuting Agreement must be executed – See Appendix E.

### **3.8 Travel**

All non-essential travel should be avoided. Business-related domestic travel is not recommended at this time. Should an employee engage in domestic or international travel for personal reasons, they will be required to follow the Employee Return to Work Plan attached as Appendix C. Questions or concerns should be addressed with your Department Head/Elected Official.

When at all possible, employees should use their personal vehicles for business-related travel and receive mileage reimbursement following County Policy.

### **3.9 Enhanced Hygiene**

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with a tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. 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. Please refer to the Center for Disease Control's Fact Sheets on Hand washing, preventing the Spread of Germs and Stop the Spread of Germs attached in Appendix F.

### **3.10 Enhanced Cleaning and Disinfecting**

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment outside office areas will be performed regularly by Maintenance Staff using products containing EPA-approved disinfectants. Each Department will be responsible to clean their work areas, including but not limited to, frequently wiping down commonly used surfaces with disposable disinfectant wipes that are provided to each Department. Vacuums are available for use in each break room. If an employee that has been in the workplace in the past fourteen (14) days tests positive for COVID-19, the County will increase cleaning measures following the CDC's Cleaning and Disinfecting Your Facility protocols attached in Appendix F.

### **3.11 Visitors**

Visitors who can conduct business via a Department's front window must maintain six (6) feet from others at all times. Marks separating visitors by six (6) feet will be placed on the floor in front of all County Department reception areas.

When possible, all visitors are banned from entering work offices/space. Should it be necessary for a visitor to enter a work office/space, they should make an appointment when possible and must complete a Visitor Health Screening questionnaire, attached as Appendix D, before being allowed in. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into any work office/space. Provide the visitor with the Center for Disease Control's fact sheet "Prevent the Spread of COVID-19 if you are Sick" attached in Appendix F.

Vendors for postage machine repair, copy machine repair, etc. who enter a work office/space are considered visitors and must complete the Visitor Health Screening questionnaire.

### **3.12 County U.S. Mail Process**

Incoming and outgoing mail will be delivered to the mail room as usual. Maintenance staff will not be allowed to enter an office to deliver or pick up mail. Packages from UPS or Fed Ex will be left in the mail room and will be picked up by Departments.

### **3.13 Recycling/If applicable**

Departments will be responsible to empty their recycling boxes into the large container that is located in the mail room. These containers will be emptied as needed by cleaning staff. (If applicable)

### **3.14 Repair Request for Maintenance**

If you have a repair request for Maintenance, a work ticket should be submitted. Every effort will be made to schedule the repair when the Departmental staff is not present. If this is not possible, all social distancing guidelines must be adhered to, including but not limited to, wiping down the area once Maintenance has left.

### **3.15 Volunteers**

The use of volunteers is limited on an as-needed basis. Should your Department require the use of volunteers to provide critical services to the public, volunteers must adhere to all protective safety measures as listed in this Policy?

### **3.16 Personal Protective Equipment**

All personal protective equipment related to COVID-19 will be supplied through the Emergency Services Department. PPE includes, but is not limited to, face masks, thermometers, cleaning supplies, etc. / (If available/Applicable).

### **3:17 Trash Removal**

Trash will be picked up by Cleaning Staff every evening. Departments may need to place trash outside their office door. Should a Department have an excessive amount of garbage anytime throughout the week, notify Maintenance and they will make an off-scheduled pickup. (If advised to do so)

## SECTION 4: EMPLOYEE BENEFITS

### 4.1 Emergency Paid Sick Leave

Effective May 1, 2020, eligible onsite employees who have symptoms of fever, cough, shortness of breath, sore throat or diarrhea may be separated from other employees or sent home and may return to work following this Plan. Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and the County's applicable paid time off policies attached as Appendix G. Telework assignments may be offered in place of Emergency Paid Sick Leave if the employee is well enough to work.

### 4.2 Extended Family Medical Leave

Effective May 1, 2020, eligible employees who have been employed with the County for at least 30 (thirty) days and are unable to work or telework due to the need to care for their child when the school or place of care has been closed are permitted to take Extended Family Medical Leave consistent with the Families First Coronavirus Response Act and the County's applicable paid time off policies attached as Appendix G.

### 4.3 Employee Assistance Programs

Health officials recognize that the outbreak has been stressful for everyone, and this can have serious impacts on mental health. If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others, call 911, or the Substance Abuse and Mental Health Administration's Disaster Distress Helpline: 1-800-985-5990 or text Talk With Us to 667 46. (TTY 1-800-846-8517). You can call the National Domestic Violence Hotline at 1-800-799-7233 (TTY: 1-800-787-3224.)

### 4.4 Health Insurance

Health Coverage Changes through June 30, 2020 (June 1<sup>st</sup> for MDLive):

**Telehealth is offered with no employee cost share to cover additional and most medical services.**

- Employees and their spouse/dependents whom participate in Clare County's medical benefits is enrolled in the telehealth benefit through MDLive at a \$0 member copay (continuous outside of pandemic dates).
- Employees who "opt-out" and/or are in-eligible for benefits and do not have access to a telehealth benefit can be added through June 1<sup>st</sup>, 2020 by reaching out to 44North. Email: [anichols@44north.com](mailto:anichols@44north.com)

**Telehealth is provided for most common behavioral therapy services with no copay.**

- All Blue Care Network (BCN) participants have **No-Cost Mental Health Support** by calling the COVID-19 Crisis Hotline: 1-833-848-1764
- MDLive enrollees have access to **board-certified psychiatrists and licensed therapists**. Schedule a visit here. Copay may apply.
- View **free, weekly webinars** provided by Blue Cross Virtual Well-Being to help you during these challenging times. Register to attend here.

**Covers the cost of medically necessary COVID-19 tests that are prescribed by physicians, following CDC guidelines.**

- CDC guidance for evaluating and testing persons for Coronavirus Disease 2019 (COVID-19). *(May be adapted by state and local health departments to respond to rapidly changing local circumstances)*

**Covers COVID-19 treatment with no employee cost share.**

**Prior-authorizations waived for diagnostic tests and covered services related to COVID-19 that are medically necessary and follow the CDC testing guidelines.**

**Members may obtain an early refill of their maintenance prescriptions to ensure uninterrupted supply and will stay consistent with the standard day supply as prescribed (e.g., 30 or 90 day). Excludes opioid drug limitations.**

- Medtipsters does not anticipate delays in dispensing prescriptions from its' partner pharmacies related to COVID-19, however will be actively monitoring the supply chain to maintain a reliable inventory.

#### 4.4 Health Savings Accounts (HSA) and Flexible Spending Accounts (FSA)

Applies only to employees who enrolled in the FSA at the start of the plan year; 10-1-2019.

**Over-The-Counter (OTC) Medicines, as well as menstrual care products are now reimbursable going back to Jan 1, 2020.**

- OTC medicines like aspirin, allergy medications, and menstrual products can be purchased and reimbursed.
- This change is permanent outside of the COVID-19 pandemic and applies retroactively beginning January 1, 2020.

## SECTION 5: EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19 CASES

### 5.1 Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
  - Fever;
  - Cough;
  - Shortness of breath;
  - Sore throat; and/or
  - diarrhea
- 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 fourteen (14) days, the employee came in close contact (being within approximately six (6) feet for a prolonged period of time without PPE) with someone who has tested positive for COVID-19.

If an employee believes that they qualify as a Suspected Case (as described above), they must:

- Immediately notify their Department Head/Elected Official and Human Resources;
- If they are experiencing symptoms, they should not return to work for at least seven (7) days after symptoms first started and seventy-two (72) hours after a fever has resolved without the use of fever-reducing medicines and symptoms have improved, whichever is longer
- If not experiencing symptoms, they may continue working but must continue to self-monitor their symptoms, adhere to social distancing guidelines, wear a mask the entire day, and disinfect and clean their workspace. If an employee starts to have symptoms during the workday, they will be sent home immediately

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

- Notify all employees who may have come into close contact (being within approximately six (6) feet for a prolonged period of time without PPE) with the employee in the past fourteen (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 by the Maintenance staff.

### 5.2 Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past fourteen (14) days and that person tested positive for COVID-19.

If an employee believes that they qualify as a Confirmed Case (as described above), they must:

- Immediately notify their Department Head/Elected Official and Human Resources of their diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

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

- Notify all employees who may have come into close contact with the employee (being within approximately six (6) Feet for a prolonged period of time without PPE) in the past fourteen (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 the employee's presence in the workplace), is thoroughly cleaned and disinfected by a professional cleaning service;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with affected employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

## APPENDIX A

### CRITICAL INFRASTRUCTURE WORKERS

Consistent with March 19, 2020, CISA guidance document, critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-59, critical infrastructure workers also include<sup>1</sup>:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
- b. Workers at suppliers, distribution centers, or service providers, as described below.

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<sup>1</sup> Under Executive Order 2020-59, And subsequent/Current Governors Orders. necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-59. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in sub provision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  3. Consistent with the scope of work permitted under sub provision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
  - d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
  - e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
  - f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies, and repair stores, hardware and home maintenance stores, and home appliance retailers.
  - g. Workers at laundromats, coin laundries, and dry cleaners.
  - h. Workers at hotels and motels provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
  - i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

APPENDIX B

COUNTY OF CLARE  
EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

TO BE COMPLETED BEFORE ENTERING THE WORKPLACE

1. In the past twenty-four (24) hours, have you experienced:

- |                        |                              |                             |
|------------------------|------------------------------|-----------------------------|
| Fever                  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| New or worsening cough | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Shortness of breath    | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Sore throat            | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Vomiting/Diarrhea      | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Current Temperature: \_\_\_\_\_

If you answered “yes” to any of the above symptoms or your temperature is 100.4 degrees or higher, you need to notify your Department Head/Elected Official and may not come into work. Employees should self- isolate at home and contact your primary care physician’s office for direction. You will not be permitted into the workplace until:

- Both three (3) days have passed since symptoms have resolved and seven (7) days have passed since symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
- They receive a negative COVID-19 test.

2. Have you been in close contact (being within approximately six (6) feet for a prolonged period of time without PPE) in the last fourteen (14) days with an individual diagnosed with COVID-19

- Yes  
 No

3. Have you engaged in domestic or international travel within the last 14 (fourteen) days to places that have been identified by the Center for Disease Control as an extremely high-risk area for contracting COVID-19?

- Yes  
 No

4. Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

- Yes  
 No

If you answered “yes” to questions 2 – 4 above, contact your Department Head/Elected Official and do not go into work. Self-quarantine at home for 14 (fourteen) days or as prescribed by your healthcare provider.

I, truthfully attest that I have answered the questions above to the best of my ability.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Any untruthful answers above will result in discipline up to and including termination.

## APPENDIX C

### EMPLOYEE RETURN TO WORK PLAN

Employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who display one or more of the principal symptoms of COVID-19 (fever, cough, shortness of breath, sore throat, or vomiting/diarrhea) will not be permitted to return to work until either:

- Both three (3) days have passed since their symptoms have resolved and seven (7) days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
- They receive a negative COVID-19 test.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, cough, and shortness of breath, sore throat or vomiting /diarrhea) will not be permitted to return to work until either:

- Both seven (7) days after symptoms first started and seventy-two (72) hours after a fever has resolved without the use of fever-reducing medicines and symptoms have improved, whichever is longer; or
- They receive a negative COVID-19 test.

Employees who have been in “close contact” (being within approximately six (6) feet for a prolonged period of time without PPE) with an individual who tests positive for COVID-19 will not be permitted to return to work until either:

- Fourteen (14) days have passed since the last close contact with the sick individual; or
- The individual receives a negative COVID-19 test, whichever occurs first

\*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, firefighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; animal control officers and workers at correctional facilities.

Employees who were notified they have been exposed to COVID-19 after interacting with a member of the public, vendor, contractor, etc. may continue working under the following conditions:

- Self-monitor their symptoms; and
- Adhere to social distancing guidelines; and
- Wear a mask the entire day; and
- Regularly disinfect and clean their workspace

Employees who engaged in domestic or international travel within the last fourteen (14) days to places that have been identified by the Center for Disease Control as an extremely high-risk area for contracting COVID-19:

- may only continue to work via telework, if available; and
- Self-quarantine for fourteen (14) days

APPENDIX D

COUNTY OF CLARE CORONAVIRUS  
DISEASE (COVID-19)  
VISITOR HEALTH SCREENING TO BE COMPLETED BEFORE ENTERING A COUNTY  
OFFICE

Court/Office Visiting: \_\_\_\_\_

Visitors Name: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Time In: \_\_\_\_\_

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

Fever? (100.4°F or above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting/Diarrhea	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Current temperature: \_\_\_\_\_

In the past 14 days, have you:

Had close contact (within approximately six (6) feet for a Prolonged period of time without PPE) with an individual diagnosed with COVID-19?  Yes  No

Engaged in domestic or international travel to places that have been identified by the CDC as an extremely high-risk Area for contracting COVID-19?  Yes  No

Have you been directed or told by the local health department Or your healthcare provider to self-isolate or self-quarantine?  Yes  No

If the visitor answered "yes" to any of the questions listed above or their temperature is 100.4 degrees or higher, they may not be allowed to access the building. Provide the visitor with the CDC Handout: Sick with COVID-19 Fact Sheet attached in Appendix F.

County employee completing this form: \_\_\_\_\_

\_\_\_\_ Email this form to payroll.

**APPENDIX E CLARE  
COUNTY  
TEMPORARY TELECOMMUTING AGREEMENT**

**Employee Information**

Name: \_\_\_\_\_ Hire date: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

FLSA status:     Exempt     Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Temporary work location: \_\_\_\_\_

Employee schedule: \_\_\_\_\_

Work expectations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The employee agrees to the following conditions:**

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval before working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from their supervisor.

The employee will communicate regularly with their supervisor and co-workers, which includes a weekly written report of activities if requested.

The employee will comply with all department and County rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.

The employee will maintain satisfactory performance standards.

The employee will maintain a safe and secure work environment at all times.

The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the County.

The employee will report work-related injuries to their supervisor as soon as practicable.

The County will provide the following equipment: \_\_\_\_\_

The employee will provide the following equipment: \_\_\_\_\_

The employee agrees that Clare County equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Clare County equipment. The employee understands that all tools and resources provided by the County shall remain the property of the County at all times.

The employee agrees to protect County tools and resources from theft or damage and to report theft or damage to their supervisor immediately.

The employee agrees to comply with department and County policies and expectations regarding information security. The employee will be expected to ensure the protection of and maintain the confidentiality of information accessible from their home offices.

The employee understands that all terms and conditions of employment with the County remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement for any reason at any time.

The employee agrees to return County equipment and documents within five days of termination of employment.

By signing below, the employee acknowledges the above and will maintain compliance throughout said agreement.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX F

### COVID-19 INFORMATIONAL FACT SHEETS

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>

District Health Department Directions for Social Distancing, Self-Monitoring, Self-Quarantine and Self-Isolation: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

CDC Handwashing Fact Sheet:

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

CDC Fact Sheet Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-11.pdf>

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

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

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

CDC Cleaning and Disinfecting Your Facility:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Central Michigan District Health Department: <https://www.cmdhd.org/novel-coronavirus>

# Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate Bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.



- See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>

Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get Medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop emergency warning signs for COVID-19 get Medical attention immediately.

Emergency warning signs include\*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.**

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help The office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even At home).
- **You don't need to wear the cloth face covering if you are alone.** If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some



Other way. **Try** to stay at least 6 feet away from other people. This will help protect the people around you.

**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



## Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, dean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



## Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



## Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly** after using them with soap and water or put them in the dishwasher.



## Clean all "high-touch" surfaces every day.

- **Clean and disinfect** high-touch surfaces in your "sick room" and bathroom. Let Someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective.

## How to discontinue home isolation

- People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:
  - **If you will not have a test** to determine if you are still contagious, you can leave home after These three things have happened:
    - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
  - AND
  - other symptoms have improved (for example, when your cough or shortness of breath has improved)
  - AND
  - At least 7 days have passed since your symptoms first appeared.
  - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
    - You no longer have a fever (without the use of medicine that reduces fevers)
  - AND
  - other symptoms have improved (for example, when your cough or shortness of breath has improved)
  - AND
  - You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

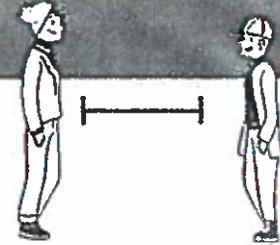


In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on Local circumstances.

# Directions for Social Distancing, Self-Monitoring, Self-Quarantine, and Self-Isolation

## Social Distancing

- Keep 6 feet of space between people as much as possible
- Avoid places at their busiest times
- Use online, drive-through or curbside services when possible
- Avoid getting together in large social groups
- If possible, businesses should have employee tele-commute, provide online options and limit in-person meetings
- Wear a face mask at all times while in the workplace. Employers can issue face masks or can approve employees' supplied cloth face coverings in the event of shortages.



## Self-Monitoring

- Practice social distancing.
- Take and record temperature twice a day, once in the morning and once in the evening.
- Report any temperature of 100.4 °F or above to your doctor.
- Report any onset of respiratory illness to your doctor. These include:
  1. Cough
  2. Shortness of breath or difficulty breathing
  3. Chest pain
  4. Additionally, you could experience sore throat, muscle aches, chills, headache, abdominal pain, nausea, vomiting or diarrhea
- If you need medical care, call ahead to your doctor.
- Household members should practice social distancing.
- If you develop symptoms of illness you will move into Self-Isolation (see page 3).



# Handwashing and Hand Sanitizer Use At Home, at Play, and Out and About



Germs are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don't kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and *Clostridium difficile*, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

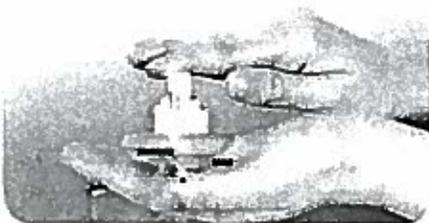
## When should I use?

### Soap and Water

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

### Alcohol-Based Hand Sanitizer

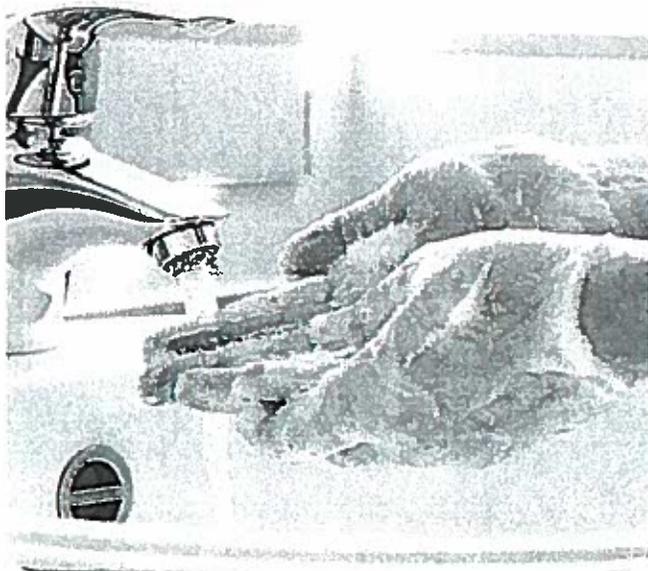
- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- \* Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.



## How should I use?

### Soap and Water

- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the "Happy Birthday" song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

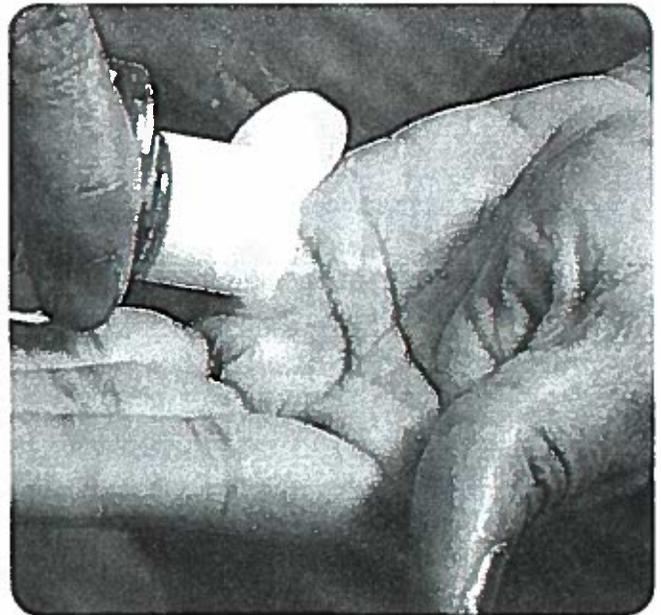


### Alcohol-Based Hand Sanitizer

Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

**Note:** Do not rinse or wipe off the hand sanitizer before its dry; it may not work as well against germs.



For more information, visit the CDC handwashing website, [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing).

# How to Protect Yourself and Others

## Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

---

### Clean your hands often



- **Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.**
  - If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.**
  - **Avoid touching your eyes, nose, and mouth with unwashed hands.**
- 

### Avoid close contact



- **Avoid close contact with people who are sick.**
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
  - Remember that some people without symptoms may be able to spread virus.
  - This is especially important for people who are at higher risk of getting very sick. [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



## Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public,** For example to the grocery store or to pick up other necessities.
  - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others.** The cloth face cover is not a substitute for social distancing.

## Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Clean and disinfect

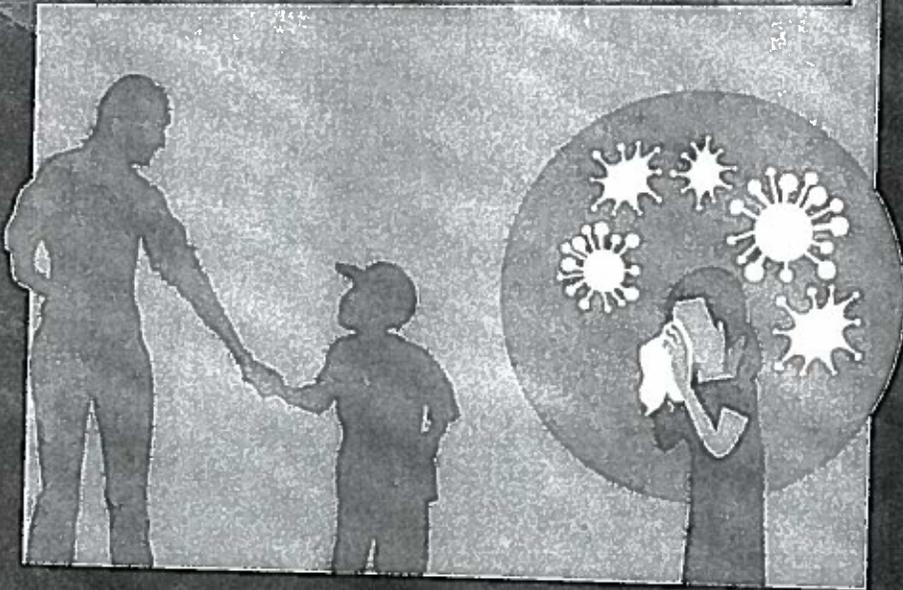


- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

# Stop the Spread of Germ

Help prevent the spread of respiratory diseases like C

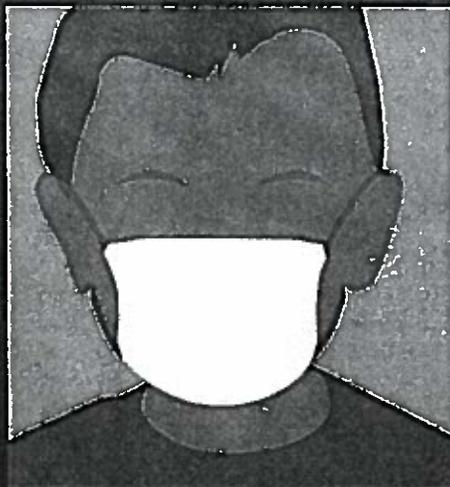
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

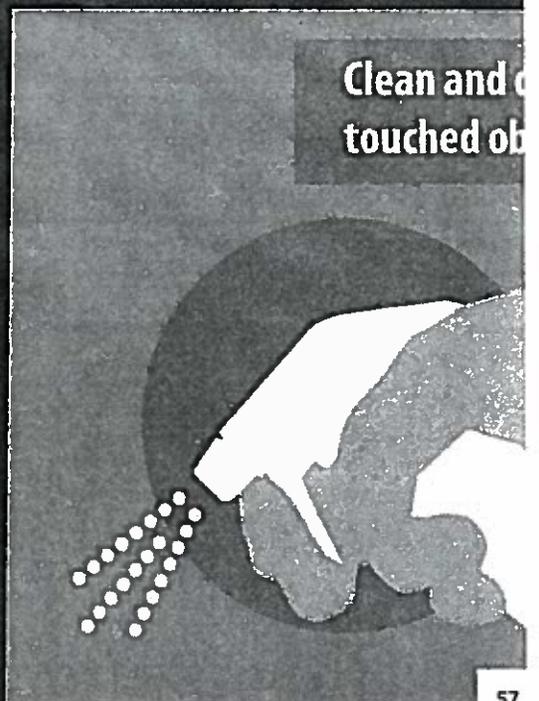


Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.





# Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms  
**Please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

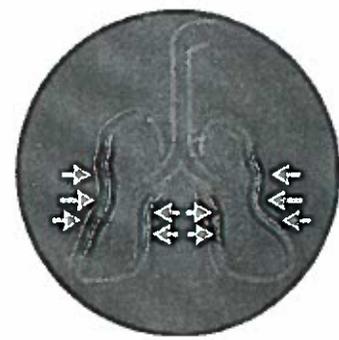
**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS OF  
BREATH**



# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

Wear disposable gloves to clean and disinfect.

#### Clean

- Clean surfaces using soap and water. Practice Routine cleaning of frequently touched surfaces.

#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label To ensure safe and effective use of the product.

#### Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.



- Diluted household bleach solutions may also be used if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any Other cleanser.

Leave solution on the surface for at least 1 minute

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- Alcohol solutions with at least 70% alcohol.

#### Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.



- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** These disinfectants meet EPA's criteria for use against COVID-19.

## Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote Controls, and ATM machines**
- Consider putting a **wipe able cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, use **alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



## Laundry

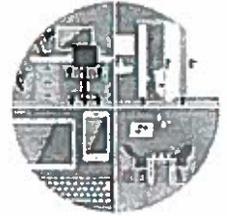
For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap And water** as soon as you remove the gloves.
- **Do not shake dirty laundry.**
- Launder items according to the manufacturer's instructions. Use the **Warmest appropriate water setting and dry items completely.**
- **Dirty laundry from a sick person can be washed with other people's items.**
- **Clean and disinfect clothes hampers** According to guidance above for surfaces.



## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas used by the sick person.**
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long As possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touchscreens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.



## When cleaning

- **Wear disposable gloves and gowns for all tasks in the Cleaning process, including handling trash.**
- Additional personal Protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water For 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer That contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

• **Additional key times to wash hands include:**

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

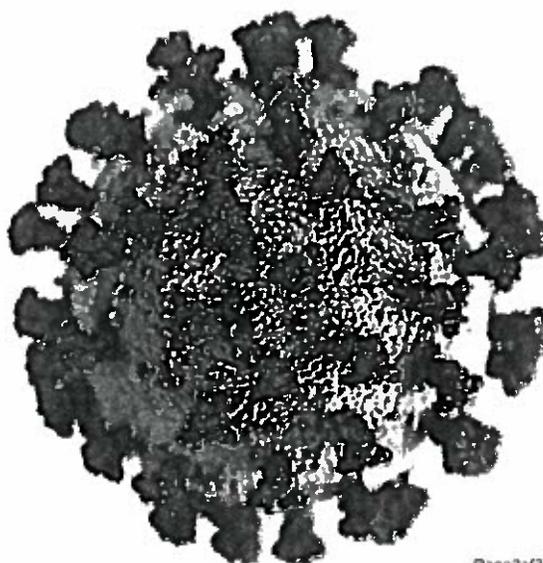
## Additional Considerations for Employers



- Educate workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus.
- Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).
- Comply with OSHA's standards on Blood borne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

## For facilities that house people overnight:

- Follow CDC's guidance for colleges and universities. Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on disinfecting your home if someone is sick.



## APPENDIX G

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## Clare County Policies and Procedures

### FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

#### Purpose

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from May 1, 2020, until December 31, 2020. Clare County's existing FMLA leave policy still applies to all other reasons for leave outside of this policy.

#### Expanded FMLA Leave

#### Employee Eligibility

All employees who have been employed with Clare County for at least 30 days.

#### Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

"Childcare provider" means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

"School" means an elementary or secondary school.

#### Duration of Leave

Employees will have up to 12 weeks of leave to use from April 2, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in the 12-month rolling period as determined by the employer.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.



## Clare County Policies and Procedures

### FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

Page 2 of 5

#### Pay During Leave

Leave will be unpaid for the first 10 calendar days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type; or
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

#### Employee Status and Benefits during Leave

While an employee is on leave, the employer will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

If the employee contributes to health insurance or has any voluntary payments, such as AFLAC or life insurance, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

#### Procedure for Requesting Leave

All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to their Department Head/Elected Official and Human Resources as soon as practicable. Verbal notice will otherwise be accepted until a completed FMLA Expansion Act - Public Health Emergency Leave Request form can be provided. Within five business days after the employee has provided this notice, Human Resources will complete and provide the employee with any Department of Labor (DOL) required notices.

On a basis that does not discriminate against employees on FMLA leave, the employer may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work



## Clare County Policies and Procedures

FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)  
Page 3 of 5

### Employee Status after Leave

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The employer may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

### Exemption

As emergency responders, Sheriff Deputies, Correction Officers, Central Dispatchers, and Animal Control Officers, are exempt from this policy. However, requests for time away from work for the reason listed in this policy shall be considered on a case-by-case basis in order to continue the essential functions of the Sheriff's Office and Central Dispatch.

Please contact Human Resources with any questions.

## Emergency Paid Sick Leave

### Eligibility

All full and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.



## Clare County Policies and Procedures

### FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus) Page 4 of 5

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

#### **Amount of Paid Sick Leave**

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type; or
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

#### **Rate of Pay**

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater.

Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

#### **Interaction with Other Paid Leave**

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

#### **Procedure for Requesting Emergency Paid Sick Leave**

Employees must notify their Department Head/Elected Official and Human Resources of the need and specific reason for leave under this policy. Verbal notice will be accepted until a completed Paid Sick Leave Act- Public Health Emergency Leave Request form can be provided.

Once emergency paid sick leave has begun, the employee and their Department Head/Elected Official must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.



## Clare County Policies and Procedures

FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)  
Page 5 of 5

### **Carryover**

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

### **Job Protections**

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

### **Exemption**

As emergency responders, Sheriff Deputies, Correction Officers, Central Dispatchers, and Animal Control Officers, are exempt from this policy. However, requests for time away from work for the reason listed in this policy shall be considered on a case-by-case basis in order to continue the essential functions of the Sheriff's Office and Central Dispatch.

Please contact Payroll with any questions.

Under the authority of the Chief Elected Official of the Clare County Board of Commissioners and the County Administrator, this policy became effective on May 20, 2020.



**Clare County**  
**FMLA Expansion Act - Public Health Emergency Leave Request Form**

Please complete this form to request Public Health Emergency Leave (PHEL) under the FMLA Expansion Act. Leave will be granted and administered in accordance with the FMLA Expansion Act, the Clare County FMLA Expansion and Emergency Sick Leave Policy (Coronavirus) and the Newaygo County FMLA Policy.

Employee \_\_\_\_\_ Title \_\_\_\_\_ Date of Hire \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**REASON FOR LEAVE:**

\_\_\_\_\_ I hereby truthfully attest that there is no other suitable person available to care for the child/children under the age of 18 whose school (K-12) or childcare was closed because of the COVID-19 public health emergency.

Provide names/ages of children and name of school or place of care as appropriate:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date leave to start: \_\_\_\_\_ Date of anticipated return to work: \_\_\_\_\_  
 (Max 12 weeks of leave - first 10 days unpaid or paid from accruals; thereafter pay by policy)

\_\_\_\_\_  
 Signature of Employee/Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

Request for leave has been approved and is:

\_\_\_\_\_ Approved; number of weeks approved: \_\_\_\_\_

\_\_\_\_\_ Denied. If denied, reason: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
 Signature of HR Personnel

\_\_\_\_\_  
 Date



**Clare County**

**Emergency Paid Sick Leave Act - Public Health Emergency Leave Request Form**

Please complete this form to request Public Health Emergency Leave (PHEL) under the Paid Sick Leave Act. Leave will be granted and administered in accordance with the Paid Sick Leave Act and the Clare County FMLA Expansion and Emergency Sick Leave Policy (Coronavirus).

Employee \_\_\_\_\_ Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**REASON FOR LEAVE:**

I truthfully attest that I am unable to work or telework because of the following reasons:

\_\_\_ 1. I am subject to a federal, state or local quarantine or isolation order related to COVID-19.

Issuing Government Agency: \_\_\_\_\_

\_\_\_ 2. I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Issuing Health Care Provider: \_\_\_\_\_

\_\_\_ 3. I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.

A form WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition may be required - See Human Resources

\_\_\_ 4. I am caring for an individual who is subject to either number 1 or 2 above.

Issuing Government Agency or Health Care Provider: \_\_\_\_\_

\_\_\_ I am caring for my child because their school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.

Name of Child or Children: \_\_\_\_\_

Name of School or Place of Care: \_\_\_\_\_

I attest that there is no other suitable person available to care for the child/children listed during the period of requested leave.

\_\_\_\_\_ Employee Initials \_\_\_\_\_ Date

\_\_\_ 5. I am experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

**Clare County**  
**Paid Sick Leave Act – Public Health Emergency Leave Request Form**

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

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

Date leave to start: \_\_\_\_\_ Date of anticipated return to work: \_\_\_\_\_  
(Max 80 hours of paid leave; thereafter pay by policy)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Request for leave has been approved and is:

\_\_\_\_\_ Approved; number of hours/days approved: \_\_\_\_\_

\_\_\_\_\_ Denied. If denied; reason:

Reviewed by: \_\_\_\_\_

Signature of Paid Personnel

\_\_\_\_\_  
Date

**D. FINANCE AND ADMINISTRATION  
STANDING COMMITTEE**



D.

**STATUTORY FINANCE COMMITTEE  
MEETING MINUTES OF  
MAY 4, 2020**

Per legal counsel opinion, the County Board of Commissioners established a separate meeting for review of claims by the Statutory Finance Committee.

Committee Members Present: Committee Member Strouse, Committee Member Haskell

Committee Member Absent: Committee Member Kleinhardt – excused

Others present: Commissioner Majewski and Jesse Bellinger

Committee Member Strouse called the meeting to order at 9:00 a.m.

**PUBLIC COMMENT**

None

**COMMITTEE ITEMS**

1. May 4, 2020 claims  
It was moved by Committee Member Haskell, seconded by Commissioner Majewski approve the May 4, 2020 general fund claims submitted in the amount of \$70,748.20.

Roll call vote revealed:

Yeas: (3) being Committee Members Haskell and Strouse and Commissioner Majewski

Nays: (0)

Absent: (1) Committee Member Kleinhardt

**Motion carried**

**PUBLIC COMMENT**

None

Next meeting date will be May 18, 2020 at 9:00 a.m.

It was moved by Committee Member Haskell, seconded by Commissioner Majewski to adjourn, roll call vote revealed:

Yeas: (3) being Committee Members Haskell and Strouse and Commissioner Majewski

Nays: (0)

Absent: (1) Committee Member Kleinhardt

**Motion carried**

Meeting adjourned at 9:50 a.m.

---

Lori Martin, Clerk  
Clare County Finance Committee



D2.

MONTHLY EXPENDITURES					
Apr 20					
GENERAL FUND 101	PARKS & RECREATION 208	FRIEND OF COURT 215	GYPSY MOTH 239	PUBLIC BLDG IMPROVEMENT 245	
\$ 835,139.61	\$ -	\$ 29,293.39	\$ 3,521.11	\$ -	\$ 867,954.11
BLDG/ELECT DEPT 249	AUTOMATION FUND 256	INDIGENT DEFENSE FUND 260	911 SERVICE 261	LOCAL CORR CPL LICENSING 263	
\$ 15,620.21	\$ -	\$ 49,328.92	\$ 42,116.04	\$ -	\$ 107,065.17
LOCAL CORR OFFICERS TRAIN FUND 264	DRUG LAW INF FUND 265	OWI FORFEITURE FUND 267	CLARE/GLADWIN RECOVERY CRT 268	LAW LIBRARY 269	
\$ -	\$ -	\$ 205.80	\$ 4,370.41	\$ 316.89	\$ 4,893.10
HOUSING 274	COMM DEV ESCROW 275	COUNCIL ON AGING 288	SOCIAL SERVICES 290	CHILD CARE PROBATE 291	
\$ 533.13	\$ -	\$ 109,155.54	\$ -	\$ 57,001.85	\$ 166,690.52
CHILD CARE SOCIAL SERV 292	SOLDIERS/ SAILORS RELIEF 293	VETERANS TRUST 294	AIRPORT 295	VETERANS SPECIAL PROJECTS 296	
\$ 12,968.89	\$ -	\$ -	\$ 523.92	\$ 6,694.72	\$ 20,187.53
CRTHOUSE RENOV DEBT 366	BLDG AUTH DEBT 370	BROWNFIELD DEBT FUND 380	ANIMAL SHELTER 413	CO CONST LOAN 466	
\$ -	\$ -	\$ -	\$ 168.50	\$ -	\$ 168.50
BROWNSFIELD AUTH-REV LOAN 480	BROWNSFIELD E P A 486	LAND BANK AUTHORITY 515	TAX REVOLVING 516	TAX FORECLOSURE FUND 518	
\$ -	\$ -	\$ 125.00	\$ 3,760,114.52	\$ 4,239.74	\$ 3,764,479.26
TRANSIT 588	JAIL COMMISS FUND 595	TECHNOLOGY 644	HEALTH INSURANCE 677	T & A 701	
\$ -	\$ 4,755.32	\$ -	\$ -	\$ 1,065,594.43	\$ 1,070,349.75
LIBRARY 721	CLEARING FUND 777	DRAIN 801	LAKE LEVEL 841	LAKE IMPROVEMENT 845	
\$ -	\$ 268,631.74	\$ 37,537.41	\$ 2,117.01	\$ -	\$ 308,286.16
GRAND TOTAL	\$ 6,310,074.10			\$ 6,310,074.10	
		101 GENERAL FUND		\$ (835,139.61)	
		ALL OTHER FUNDS		\$ 5,474,934.49	







**LINE ITEM TRANSFER/BUDGET ADJUSTMENT # 20 - 78**

REQUESTING DEPARTMENT: Administrator      DATE: 5/14/2020

EXPLANATION OF REQUEST (explain fully) Transfer to cover 10% cut for Circuit and Probate per Court Admin. See Attached

<b>FROM</b>		<b>TO</b>	
Acct.# 101-131-812.000	Circuit Court Jury Fees	Acct.# 101-997-998.900	Ending Fund Balance
Acct.# 101-131-864.000	Circuit Court Travel		
Acct.# 101-131-933.000	Circuit Court Equip Mtc		
Acct.# 101-131-957.000	Circuit Court Seminar/Ed		
Acct.# 101-148-704.002	Probate Ct/Admin		
Acct.# 101-148-801.000	Probate Contracted Serv		
Acct.# 101-148-812.000	Probate Jury Fees		
Acct.# 101-148-864.000	Probate Travel/Exp		
Acct.#			
<b>TOTAL</b>		<b>TOTAL</b>	
	\$7,500.00		\$44,900.00
	\$500.00		
	\$500.00		
	\$500.00		
	\$32,900.00		
	\$500.00		
	\$500.00		
	\$2,000.00		
	\$44,900.00		\$44,900.00

Department Head/Authorized Signature

..... DO NOT WRITE BELOW THIS LINE .....

Action Req: \_\_\_\_\_

- Verification:
- 1. Finance/Budget Committee \_\_\_\_\_ / /
  - 2. Finance Chair \_\_\_\_\_ / /
  - 3. Board Chair \_\_\_\_\_ / /
  - 4. Administrator \_\_\_\_\_ / /



STATE OF MICHIGAN

Clare County Building  
PO Box 96  
Harrison, MI 48625-0096  
989-539-7109  
989-539-7229 (fax)



Gladwin County Courthouse  
401 W. Cedar  
Gladwin, MI 48624-2086  
989-426-7451  
989-426-6936 (fax)

Darrell A. Schlese  
55<sup>th</sup> Circuit and 17<sup>th</sup> Probate Court  
Court Administrator  
[schlesed@clareco.net](mailto:schlesed@clareco.net)

May 11, 2020

To: Tracy Byard/ County Admin.

From: Darrell A. Schlese / Circuit and Probate Admin.

RE: requested budget cuts to FY 2020

Although we don't consider ourselves a 'county department', we certainly are willing to do all we can to help rectify the perceived budget crunch Clare County finds itself facing. I have removed the amounts left in the Judges' salaries as part of that 10%. As you are aware, those amounts are 100% reimbursed by the State and should not be intermingled when looking at saving county dollars. Some of the amounts below were just submitted to the County prior to the mandated request. The Court made the following concessions with regard to the 55<sup>th</sup> Circuit (including the Family Division) and 17<sup>th</sup> Probate Courts:

Circuit Court target amount is \$9,800.00 (\$12,148 requested)

101-131-812.000 Jury Fees.....	\$7,500
864.000 Travel.....	500
933.000 Equip Maint.....	500
957.000 Seminar/Edu.....	500
Total.....	\$ 9,000

Probate/Family target amount is \$25,555 (\$32,728 requested)

101-148-704.002 Cir/Prob Ct Adm.....	\$32,900
801.000 Contracted Serv.....	500
812.000 Jury fees.....	500
864.000 Travel/Exp.....	2,000
Total.....	\$35,900

As you can see, we have not only exceeded what we feel is our 'part', but we have even exceeded what was requested by the County Administrator. We, in return, are asking that the prior request of using the District Court Magistrate to help out in Family Court be granted. As mentioned before, this is only a temporary solution to a permanent problem (i.e., part time Court Admin. and Magistrate/Referee). A full time Circuit/Probate Court Administrator and Juvenile Referee is still needed and is being actively sought. The funds to pay the Magistrate are available to be transferred to the District Court Magistrate salary line, even after the above adjustments.

Thank you.



Acct.#	101-885-829.000	County Counsel Arb	\$856.35
Acct.#	101-605-835.000	Contagious Dis Health	\$40.00
Acct.#	101-648-801.000	Medical Examiner Contr	\$3,632.07
Acct.#	101-265-931.000	Bldg and Grounds Bldg R	\$4,000.00
Acct.#	101-265-931.002	Bldg and Grounds HVAC	\$1,500.00
Acct.#	101-265-852.000	Bldg and Grounds Tele	\$800.00
Acct.#	101-265-746.000	Bldg and Grounds Gas	\$1,623.37
Acct.#	101-990-998.295	Airport Appropriation	\$10,000.00
<b>TOTAL</b>			\$69,301.44

Acct.#			
<b>TOTAL</b>			\$69,301.44

Department Head/Authorized Signature

..... DO NOT WRITE BELOW THIS LINE .....

Verification:

- Finance/Budget Committee \_\_\_\_\_ / /
- 1. Finance Chair \_\_\_\_\_ / /
- 2. Board Chair \_\_\_\_\_ / /
- 3. Administrator \_\_\_\_\_ / /

Action  
Req: \_\_\_\_\_



