

THE ANTRIM PROMISE HOUSEHOLD PACKET

The Antrim Promise was created out of a partnership of the Antrim County Emergency Operation Center (EOC) to address governmental, business, and community recovery of the county.

The Antrim Promise is a plan intended to guide county and local governments, businesses, and residents through pandemic recovery. It includes analysis, recommendations, and templates for use in our recovery. The plan has no direct authority, nor can it regulate government or employer policies. The recommendations are only for guidance; it is an expression of Antrim County's Promise to its residents to lead our county and its people through pandemic recovery into a safer, stronger future.

This packet was created to address the needs of individuals and households during and after the COVID-19 global pandemic. It includes a template for household outbreak emergency plan, recommendations for households and individuals, as well as other resources. We hope this packet aids you while you navigate these unprecedented times.

Included in this packet:

1. Household Outbreak Emergency Plan
2. Strategies for Households and Individuals
3. Signs from the Antrim Promise and CDC
4. Additional Resources

Disclaimer: This is a living document and will be updated periodically to reflect new information. It is your responsibility to keep up to date with local Health Department and State Executive Orders to know the most recent guidelines and policies that you will need to comply with. This is not a legal document, nor should it be considered legal advice.





THE ANTRIM PROMISE HOUSEHOLD PLAN

This template provides options for households to consider as they prepare for a potential COVID-19 community outbreak. Not all options will be applicable to every household. Please fill out areas that apply to your home and the members therein.

This plan is based on CDC household recommendations which can be found in detail [here](#).

If you have any questions or require assistance to fill out this form, please contact Antrim County EOC at (231) 533-6569 or email at emergencymanagement@antrimcounty.org.

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HOUSEHOLD PLAN

This household plan is a means of communication between household members detailing a plan of action in case of a community COVID-19 outbreak emergency. Please see disclaimer on the "Antrim Promise Household Packet" page 1.

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List of Household Members			
<i>Head(s) of Household</i>			
Name:		Household Relationship:	
Name:		Household Relationship:	
<i>Additional Household Members</i>			
Name:		Household Relationship:	

**Household relationship refers to the role that the person fills in the household. For example, parent (mother/father), grandparent (grandmother/grandfather), child, family friend, etc.*

List of Emergency Contacts

Primary Emergency Contacts

Name:		Household Relationship:	Phone Number:	
Name:		Household Relationship:	Phone Number:	

Neighbor Contacts

Name:		Phone Number:	
Name:		Phone Number:	

Emergency and Resource Organization Contacts

Organization:	911 Emergency Dispatch	Website: antrimcounty.org/911_dispatch.asp	Phone Number:	911 or 231-533-8627
Organization:	Antrim County Emergency Management	Website: antrimcounty.org/eoc.asp	Phone Number:	231-533-6569
Organization:	Health Department of NW Michigan	Website: nwhealth.org	Phone Number:	231-533-8450
Organization:	Bellaire Community Food Pantry	Website: Facebook page available	Phone Number:	231-533-8600
Organization:	Department of Human Services	Website: Facebook page available	Phone Number:	231-533-8664
Organization:	Antrim County Baby Pantry	Website: Facebook page available	Phone Number:	231-492-7426
Organization:	Moms & Tots	Website: thegoodsam.org	Phone Number:	231-588-2208
Organization:	Antrim County Commission on Aging	Website: antrimcounty.org/coa.asp	Phone Number:	231-533-8703
Organization:	Antrim County Transportation	Website: antrimcounty.org/act.asp	Phone Number:	231-533-8644
Organization:		Website:	Phone Number:	
Organization:		Website:	Phone Number:	
Organization:		Website:	Phone Number:	

**Household relationship refers to the role that the person fills in the household. For example, parent (mother/father), grandparent (grandmother/grandfather), child, family friend, etc.*

Home-Based Personal Health Habits

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Practice proper respiratory etiquette, such as coughing and sneezing into a tissue then wash hands with soap and water for at least 20 seconds.
- Regularly clean *THEN* disinfect frequently touched objects and surfaces, such as doorknobs, tables, countertops, faucet handles, light switches, cabinet handles, etc.
- Frequently wash hands with soap and water for at least 20 seconds.
- Monitor household symptoms and look out for fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, or vomiting, diarrhea. Symptoms can be tracked at misymptomapp.state.mi.us.

Outbreak Plan of Action

Take these steps before a community outbreak occurs.

- Communicate with anyone who needs to be included in the planning process, including household members, other relatives, family friends, neighbors, and so on.
- Consider and reach out to anyone who is at a higher risk for becoming sick with COVID-19 and create a care plan. (*This can be designated in the additional notes section.*)
- Choose a separate room and bathroom, if possible, to house a sick household member.
- Talk with neighbors about emergency plans and subscribe to or create a neighbor social media group where information and resources can be shared.
- Form a plan for childcare if your child's school or care facility is temporarily dismissed.
- Plan for potential workplace changes by learning about your employer's COVID-19 Preparedness and Response Plan as mandated by Executive Order 2020-97, know and understand leave policies, reporting procedures for suspected and confirmed cases of COVID-19 at the worksite, and so on.

Reminders if Community Outbreak Occurs

- Monitor household symptoms and look out for fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, or vomiting, diarrhea. Symptoms can be tracked at misymptomapp.state.mi.us.
- Stay home if you are sick, especially if you have COVID-19 symptoms.
- Stay informed about the local COVID-19 situation by following updates from the Health Department of Northwest Michigan, visit antrimcounty.org, follow [Antrim County's regular](#) and [Emergency Management](#) Facebook pages, and look for updates on local news networks.
- Utilize the room and bathroom (designated for a sick household member), if possible.
- Stay in contact with family, friends, and so on via phone calls/texts, email, messages, and other non-in-person modes of communication.
- Monitor, check-in, and take care of mental health needs of household members.

- Talk to children to see how they are processing and coping with the situation. Resources from the CDC on helping children cope can be found [here](#).
- Continue everyday preventative measures such as covering coughs and sneezes with a tissue, washing hands with soap and water for at least 20 seconds, and frequently cleaning *THEN* disinfecting regularly touched surfaces and objects.

Additional Notes

Use this section to write out details for your individual household's plan. Continue on another page if needed.

STRATEGIES FOR HOUSEHOLDS AND INDIVIDUALS

Because it is believed that the virus that causes COVID-19 is “spread mainly from person-to-person, between people who are in close contact with one another (within about 6 feet) or through respiratory droplets produced when an infected person coughs or sneezes,”¹ it is important for people who live in the same household to be aware of risks and have a plan to address issues associated with a potential COVID-19 outbreak in their community. These recommendations prioritize keeping individuals’ healthy, reducing exposure to COVID-19, and slowing community transmission of the virus that causes COVID-19.

This section includes recommendations for making a household plan for a potential community outbreak as well as considerations for leaving the household to perform necessary responsibilities and recreating safely

HOUSEHOLD PLANS

Households should prepare for COVID-19 outbreaks in their communities. A household plan of action is highly recommended so that your household is clear on how to proceed during an outbreak. Every household will need to tailor their plans to fit the needs and daily routine of their members. It is important to discuss the plan with all members of the household, adults and children alike, so they are familiar with the plan in case of an outbreak emergency. If an outbreak occurs, the Health Department of Northwest Michigan will issue additional guidance to individuals on how to proceed.

The CDC recommends taking these steps to prepare your household for a potential community outbreak of COVID-19.²

1. **Continually practice good personal health habits and plan for home-based actions.** Preventative actions are the best way to stay safe and healthy. Follow the following recommendations to prevent the spread of respiratory illness:
 - **Avoid close contact with people who are sick.** If a member of your household is sick, designate an isolated room and bathroom for them to use to avoid contact with other members of the household as much as possible.

¹ Washington University in St. Louis, “COVID-19 FAQs: Health and Prevention,” (<https://emergency.wustl.edu/coronavirus-disease-covid-19/covid-19-faqs/health-and-prevention/>, Accessed June 1, 2020).

² Centers for Disease Control and Prevention (CDC), “Get Your Home Ready: Detailed Planning Guidance,” (<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/get-your-household-ready-for-COVID-19.html>, Accessed May 26, 2020).

- **Stay home when you are sick, except to get medical care.** Order deliveries for food and supplies or ask a neighbor to do shopping for you. Make a plan for those in your care including children or others that you regularly take care of so their needs are met while you distance from them as much as possible.
- **Practice proper respiratory etiquette.** Cover all coughs or sneezes with a tissue. Wash hands thoroughly with soap and water and for at least 20 seconds after coughing or sneezing.
- **Clean *THEN* disinfect frequently touched surfaces and objects daily.** This may include tables, countertops, doorknobs, light switches, cabinet handles, etc. CDC cleaning and disinfecting recommendations for households can be found [here](#). Cleaning with water and regular household detergent works well against the coronavirus. Disinfect after cleaning if needed with EPA approved products. A list maintained by the American Chemistry Council Center for Biocide Chemistries can be found [here](#).
- **Wash hands frequently with soap and water for at least 20 seconds.** If soap and water are not readily available, use at least 60% alcohol hand sanitizer.

2. Create a household plan of action.

- **Communicate with anyone who needs to be included in the planning process.** Household members, other relatives, and friends should be made aware of what will need to happen if there is an outbreak in the area, what each person will need, and their role in the plan.
- **Consider who in your planning network is at a greater risk based on age, preexisting and immunocompromised conditions.** According to the CDC, “older adults and persons who have underlying chronic medical conditions may be at risk for more serious complications”³ if they contract COVID-19. Have an action plan for how to care for a loved one if they get sick, i.e., what their medical plans are, arrangements, etc. Open communication is important.
- **Choose a room in your home that can be used to separate a sick household member(s) from those who are healthy.** If possible, have the sick person stay in a separate bedroom and use a separate bathroom. Plan to clean these rooms, as needed, when someone is sick. You can find resources for caring for someone with COVID-19 in your household [here](#).
- **Talk with your neighbors and neighborhood about emergency plans.** Check with them if your neighborhood has a social media page/group or website that posts about community updates, assistance that might be needed, information, and resources. If your neighborhood does not have a page, consider collaborating to create one to keep the community safe and informed.
- **Make a list of aid organizations in the area.** Include the Antrim County Emergency Operations Center, the Health Department of Northwest Michigan, and other organizations that you can reach out to for health care services, food or financial support, and other needed resources for your household.

³ CDC, “Get Your Home Ready.” (Accessed May 26, 2020).

- **Create an emergency contact list.** Make sure that your household has an up-to-date list of emergency contacts for family, friends, neighbors, public transportation, health care providers, teachers, employers, the Health Department of Northwest Michigan, the Antrim County Emergency Operations Center, and other community resources.
 - **Form a plan in case your child’s school or care facility is temporarily dismissed.** Learn about the emergency plans of your child’s school or care facility. Know and understand the plan for continued education and social services (such as meal programs) while school is not in session. Plan for alternative forms of child care during temporary dismissal (if available).
 - **Plan for potential changes at the workplace if a COVID-19 outbreak occurs.** Learn about your employer’s COVID-19 Preparedness and Response Plan, especially around sick-leave policies, telework options for workers who are sick or are caring for sick household members, reporting and information procedures if there is a confirmed or suspected COVID-19 case on the work premises, and so on.
- 3. If an outbreak occurs in Antrim County, protect yourself and others by:**
- Staying home from work, school, and all activities when you are sick with COVID-19 symptoms;
 - Keeping away from others who are sick; and
 - Limiting close contact with others as much as possible (about 6 feet).
- 4. Put your household plan into action if there is an outbreak in your community.** In addition to following your household plan, take the following actions:
- **Stay informed about the local COVID-19 situation.** Get updates from the Health Department of Northwest Michigan, visit antrimcounty.org, follow [Antrim County’s regular](#) and [Emergency Management](#) Facebook pages, and receive updates from local news networks. Be aware of temporary closures and dismissals due to an outbreak.
 - **Stay home if you are sick, especially if you have COVID-19 symptoms.** If a member of your household is sick, stay home from work, school, or other activities and self-monitor other household members’ symptoms to avoid spreading COVID-19 to others. If your children are in the care of others, urge caregivers to self-monitor for any COVID-19 symptoms.
 - **Continue practicing everyday preventative measures.** As stated above, cover coughs and sneezes with a tissue, wash hands regularly with soap and water for at least 20 seconds, frequently clean THEN disinfect frequently touched objects and surfaces, and so on. If surfaces are dirty, they should be cleaned with water and detergent before disinfecting.
 - **Use the room and bathroom designated for sick household members.** Avoid sharing food and drinks. Provide sick member with a clean and disposable face mask to wear at home to prevent spreading COVID-19 to other household members. Clean the sick room and bathroom as needed. Avoid contact with the sick person as much as possible.

- **Stay in touch with non-household members via phone, email, messages, and other non-in-person modes of communication.** Be sure to stay in regular touch with family, friends, and neighbors who have chronic medical conditions.
- **If you are living by yourself and become sick during a COVID-19 outbreak, you might need help.** If you have a chronic medical condition and live by yourself, ask family, friends, and health care providers to check on you during a community outbreak.
- **Monitor, check-in, and take care of the mental and emotional health of your household members.** Outbreaks are stressful for adults and children. Children tend to react differently to stressful situations than adults. Help children process by talking about the outbreak, try to remain calm, and reassure them that they are safe. Resources from the CDC on helping children cope can be found [here](#).
- **Inform your workplace if you need to change your regular work schedule.** If your schedule changes due to your child being dismissed from school for COVID-19 related reasons or you need to care for a sick household member, notify your work place right away. Ask to work from home if possible.

5. Take the following steps to help protect your children during an outbreak:

- **If your child becomes sick with COVID-19, let their care facility or school know right away.** Tell teachers about homework and activities that they can do at home to keep up with their school workload. If your children are in the care of others, urge caregivers to self-monitor for any COVID-19 symptoms.
- **Stay informed about temporary dismissals in your community.** Follow the school's social media account or watch the local news to see reports on school dismissals. Find alternative childcare arrangements, if needed and available.
- **Discourage children, especially teenagers, from gathering in public places while school is dismissed.** This will aid in preventing the spread of COVID-19 between households and in communities.

6. After a COVID-19 outbreak has ended in your community, evaluate the effectiveness of your household's plan of action.

- **Evaluate what worked and what needs to be improved.** Was your plan effective at home, school, and work? What problems did your household face and what actions need to be taken to solve these problems? Identify any additional resources that your household needs.
- **Actively participate in community discussions on emergency planning.** The Antrim County Board of Commissioners allow public comment before and after each public meeting. They regularly meet every two weeks on Thursdays. Call the Antrim County Administrative office at (231) 533-6265 to find out more information or visit the Board of Commissioners page [here](#). Talk to community members about what readiness actions worked well for your household. Promote proper hygiene

practices and maintain good connections with your community by following local social media accounts and get on email newsletter updates.

- **Always practice every day preventative measures.** Stay home when sick, cover coughs and sneezes with tissue, wash hands often, and regularly clean frequently touched objects and surfaces.
- **Care for the mental and emotional health of your household members.** Be mindful of strong emotions and let them fade before responding. Make time to relax and spend time together as a household. Take breaks from social media and the news if needed. Connect with friends and family and share feelings and concerns.
- **Help children cope after the outbreak.** Take time to talk with children about their feelings and what they think about what is going on. Encourage them to ask questions and share any concerns that they have. It is critical for parents, teachers, and other adults to work together and share information about how each child is processing after the outbreak. Resources from the CDC on helping children cope can be found [here](#).

INDOOR ACTIVITIES AT AND OUTSIDE THE HOME

Indoor recreation can include but is not limited to: visiting a restaurant, activity center, public library, community center, etc. When visiting public indoor spaces, keep these precautions in mind:

1. **Currently, only groups of less than 10 non-household members are allowed to gather in indoor social gatherings.** This Executive Order section in EO 2020-110 is aimed at people gathering in personal homes or other intimate social places, not restaurants or bars.
2. **Wear a mask and bring necessities like hand sanitizer and disinfecting wipes.** Always wear a mask in public to protect others. An exception to this is when eating or drinking at a restaurant.
3. **Practice social distancing and adhere to new policies put forth by businesses and other community spaces.** Be respectful of others in the space and listen to the recommendations and concerns of the place you are visiting. Remember that they are looking out for the health and safety of yourself as well as their employees.
4. **Do not go out if you have COVID-19 symptoms or are feeling sick.** Stay at home and monitor symptoms. If symptoms become serious, seek out your health care provider and stay away from others.

OUTDOOR RECREATION

Outdoor recreation has been important to individuals to stay active and maintain mental health during the global pandemic. However, because of the circumstances, precautions should be taken when venturing out for outdoor recreation. The following recommendations are from the Recreate Responsibly Coalition.⁴

1. **Recreate close to home.** Do not travel very far to do outdoor activities. Most places are only open for day use. Plan for restroom facilities to be closed and plan accordingly.
2. **Check to see if the place you want to visit is open.** Call or visit the website of the park or area to know its status. If the place you are visiting is crowded, have a plan B to maintain safety and proper social distancing practices.
3. **Prepare for facilities to be closed.** Some parks will not be opening their restrooms to prevent community spread of the virus. Be sure to pack a lunch if needed, and bring essentials such as hand sanitizer and face coverings.
4. **Practice safe social distancing.** While it is preferable and safest for only immediate household members to do outdoor activities together, eventually restrictions will be lifted and some gatherings with people from different households will be allowed. When encountering others outdoors, cover your mouth and nose and stay more than 6 feet away when possible. If you have symptoms of COVID-19 or feel sick in any way, stay home.
5. **Be cautious when choosing activities.** Choose lower-risk activities and try to avoid injuries. Emergency services and health care resources are strained during the COVID-19 crisis.
6. **Be conscious of personal trash.** Take care of personal garbage to ensure that public outdoor spaces remain clean and safe for other visitors and wildlife.

⁴ Recreate Responsibly Coalition, (<https://www.recreateresponsibly.org>, Accessed May 26, 2020).



**KEEP
CALM
AND
WASH
YOUR HANDS**



for more information
www.antrimcounty.org/promise.asp

ADDITIONAL RESOURCES

Antrim Promise

<http://www.antrimcounty.org/promise.asp>

CDC Household Cleaning

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fprevention.html

CDC Funeral Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/funeral-guidance.html>

CDC Helping Children Cope

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html>

