The Antrim Promise:
A Pandemic Recovery Plan for Antrim County

ANTRIM COUNTY
PROMISE
2020
STANDING STRONGER

JUNE 2020

**Antrim County
Emergency Operations Center**

ACKNOWLEDGEMENTS

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This document was last updated June 5, 2020.

Executive Summary

The COVID-19 pandemic has posed many challenges that governments and individuals have had to face and address. To date, Michigan is approaching 60,000 confirmed cases and has had over 5,000 deaths.[1] Michiganders started sheltering in place in March with the primary goals of suppressing the spread of the novel virus and preparing the health care system for potential outbreaks. This plan will guide Antrim County as we learn to live in the "new normal."

In light of this global pandemic, Antrim County Government decided to stand up its Emergency Operation Center (EOC) in late March to address local issues related to the COVID-19 crisis such as equipping first responders with limited and critical personal protective equipment (PPE), communicating with our local communities about important developments, and providing resources to those in need. The EOC has partnered with the Antrim Economic Development Corporation (ECD) to create the Antrim Promise, a subcommittee of the EDC comprised of EOC personnel, local chambers of commerce, downtown development authorities, and other leaders to focus on community health and safety as well as long-term economic recovery. 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.

To remain viable, the plan is consistent, but retains the ability to adapt as we move forward through the recovery process. Now is the time to consider ways to adapt to the "new normal." The Antrim Promise combines the best of our communities, residents, and businesses with a forward-looking framework that coordinates our efforts to create a more resilient County, stronger communities, and a more robust economy.

> ### The Antrim Promise will guide our county and its people through pandemic recovery into a safer, stronger future.

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[1] Michigan.gov, "Coronavirus / Michigan Data," (https://www.michigan.gov/coronavirus/0,9753,7-406-98163_98173---,00.html, Accessed June 1, 2020).

COVID-19 is an unprecedented and rapidly evolving threat facing Michigan and the world. The health and safety of Michiganders and our guests remains our number one priority. Much of our state's current success in this fight is because we naturally choose to put each other first and voluntarily adopt safe, new habits. It's that volunteer spirit that's been fighting this pandemic and it's the same volunteer spirit that will rebuild our economy.

This plan has been developed by the Antrim County Emergency Operations Center (EOC) and the Antrim County Economic Development Corporation (EDC) with input from health experts, chambers of commerce leadership and business and industry leaders. It includes specific recommendations which enable most businesses to re-open responsibly without the burden of heavy mandates. This will be a gradual process, with room to adjust as we evaluate changing data.

Antrim County asks local government and businesses to provide safe working conditions that protect their employees' health and also protects consumers while securing their livelihoods. This plan also asks employees to commit to protecting themselves, their co-workers, and the customers they serve. Finally, we encourage every resident and guest to be on the same team with our businesses: act responsibly by following recommended guidelines for social distancing, hygiene and wearing protective equipment when appropriate.

Only by working together as a community of volunteers can we successfully reboot our economy, a vital component of our lives, security and liberty, and successfully move past this public health crisis.

The Antrim Promise is a three-part recovery plan that will:

1. Guide the County's employees, department heads and elected officials as they work to re-open the County government. It also provides local units of governments with guidance as they work to re-open, enabling decision makers to work in tangent with County officials on ways to keep residents and staff safe and healthy.
2. Assist with county-wide economic recovery efforts in ways that would support development of consistent procedures in local businesses that would keep employees and visitors safe, healthy, and comfortable as we adjust to our "new normal."

3. Provide guidance to community organizations such as schools, churches, and other community-oriented non-profit organizations as they work to help the community recover from and adjust to living in a post-COVID19 world.

Vision Goal 1: Reopening Government

STRATEGIES FOR REOPENING
MUNICIPAL GOVERNMENTS

Despite the global pandemic, the goal of municipal government has remained the same: to serve their constituents and provide essential services. As the county, village, and township governments plan to reopen, there are several considerations to keep in mind as we move into a world affected by COVID-19. Social distancing, adapting technologically, updating cleaning and disinfecting procedures, etc. are just some of the elements that will need to be reviewed and changed to face challenges posed by the COVID-19 global pandemic.

The following recommendations for municipal government have been created to aid in reopening facilities to the public while prioritizing the health and safety of employees, officials, constituents, and visitors.

MUNICIPAL GOVERNMENT RECOMMENDATIONS

EMPLOYERS

1. **Allow employees to work from home as much as possible.** Telework is the best way for employees to remain working and avoid exposure. Make sure technology, such as video conferencing programs, cloud-based productivity suites, and other programs that allow employees to effectively collaborate and provide services to the public while not meeting in-person, are available and up to date.
2. **Encourage employees who are feeling sick to stay home.** It is important to keep your employees and constituents safe by not exposing others in the workplace to the virus through a sick employee. Consider updating leave policies to be more flexible and non-punitive to encourage sick employees to stay home from work.
3. **Screen all employees reporting to work for COVID-19 symptoms with the following questions:**
   - Have you been in close contact with a confirmed case of COVID-19?
   - Are you experiencing a cough, shortness of breath, or sore throat?
   - Have you had a fever in the last 48 hours?
   - Have you had new loss of taste or smell?

- Have you had vomiting or diarrhea in the last 24 hours?
- → Please see the Health Department of Northwest Michigan's screening questionnaire at https://www.nwhealth.org.

4. Temperature screen employees:
- **Best practice:** Employers to take temperatures on site with a no-touch thermometer each day upon arrival at work.
- **Minimum:** Temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit.

5. **Direct any employee who exhibits COVID-19 symptoms (i.e., who answers yes to any of the screening questions or who is running a fever) to leave the premises immediately.** They should also seek medical care and/or COVID-19 testing, per CDC guidelines. Employers should maintain the confidentiality of employee health information.

6. **Create a plan addressing a confirmed infection in the facility, including isolation, cleaning, and sanitizing protocols.** This plan should detail the isolation of the person with a confirmed case of COVID-19, relocating employees who were in the same area, deep cleaning and sanitizing the area, and informing all people that the individual was in the same area about the confirmed case. The Health Department of Northwest Michigan require that coworkers, involved members of public, contractors, suppliers, etc. be notified within 24 hours, per executive order. *Note:* please be mindful of the HIPAA privacy laws pertaining to disclosing health information.

7. **Implement facility cleaning and disinfection practices.** These should follow CDC guidelines, with regular sanitizing of frequently touched surfaces at least after two hours, preferably before and after each use. Make sure to frequently disinfect commonly touched surfaces and objects, such as work stations, door knobs/handles, countertops, railings, light switches, etc. Provide employees with disposable disinfecting wipes so these surfaces and objects can be wiped before and after each use.

8. **Per executive orders, provide COVID-19 training to all employees that covers, at a minimum:**
- Workplace infection-control practices.
- Proper use of personal protective equipment (PPE)
- Steps the employee must take to let the municipality know of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

9. **Train maintenance or cleaning staff on proper procedures to clean/disinfect and when to wear PPE to handle COVID-19 related procedures.** Provide proper PPE and train employees to put on and take off PPE safely. Once PPE is removed, require staff to wash their hands for at least 20 seconds. Train employees on COVID-19 related cleaning procedures, such as frequently wiping surfaces and how to sanitize the workspace in the event of confirmed COVID-19 exposure. The CDC's guidelines on cleaning a facility with a suspected or confirmed case of COVID-19 can be found here.

10. **Plan for potential COVID-19 cases, and work with local health department officials when needed (e.g., to monitor and trace COVID-19 cases, deep clean facilities, etc.).** If possible, designate a contained space at work for an employee showing symptoms of the virus to wait, if they are unable to go home right away. Additionally, have a "Preparedness and Response Plan" ready to address all COVID-19 related policies and procedures for your business. The Antrim Promise has a template plan for municipal governments that can be found [here](#).

11. **Covered employers and employees should be aware of the provisions of the federal *Families First Coronavirus Response Act,* which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.** You can find a copy of the legislation [here](#).

12. **Update the employee illness policy to include the symptoms of "COVID-19" or create a COVID-19 specific policy.** All staff should sign the policy, and the policy should be posted for confirmations. It is strongly recommended that leave policies are flexible and non-punitive to allow employees to stay home and care for themselves, their children, and other family members who may be sick or in need of other care (such as workers who have limited child care options).

13. **Limit the number of employees gathered in a specific area.** Ensure that areas such as break rooms, conference spaces, elevators, and other areas that employees gather are limited and allow for social distancing (6 feet of separations between people). Stagger employee hours and breaks to aid in these efforts. Create markings for the public who are waiting to be assisted to ensure proper social distancing. Post signs that encourage social distancing where employees and the public can easily see them.

14. **Post extensive signage on health policies in the workplace to help educate building occupants and visitors on COVID-19 best practices.** Antrim Promise signs can be found [here](#).

EMPLOYEES

1. **Stay home when feeling ill, when exposed to COVID-19 (e.g., if a family member tests positive for COVID-19), or if diagnosed with a confirmed case of COVID-19.** Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home.

2. **Increase hygiene practices**—Wash hands more frequently, avoid touching face, practice good respiratory etiquette (e.g., coughs and sneezes).

3. **Wear a cloth face covering** (not an N-95 or medical mask, which should be reserved for healthcare workers) while at work and in public to help protect against the spread of the virus.

4. **Practice recommended social distancing to the greatest extent possible.** This means staying 6 feet away from others as much as possible.

5. Abide by guidelines established by municipality, which may include the use of gloves, social distancing practices in the workplace, and increased sanitation.

CONSTITUENTS AND VISITORS

1. **Screen constituents and visitors for illness upon their entry into the municipal building**:
   - **Best practice:** Temperature checks for every visitor. Visitors with temperatures above 100.4 degrees Fahrenheit should not be permitted on premise.
   - **Minimum:** Question visitors regarding COVID-19 symptoms –
     - Have you been in close contact with a confirmed case of COVID-19?
     - Are you experiencing a cough, shortness of breath, or sore throat?
     - Have you had a fever in the last 48 hours?
     - Have you had new loss of taste or smell?
     - Have you experienced any vomiting or diarrhea in the past 48 hours?
     - → Please see the Health Department of Northwest Michigan's screening questionnaire at https://www.nwhealth.org.

2. **Limit the number of individuals in the facility to allow for 6 feet of social distancing at all times.** Post markings on the ground inside and outside that designate proper spacing while constituents and visitors are waiting in line.

3. **Post signs at points of entry and around the building reminding everyone about proper social distancing, hand washing hygiene, wearing a mask, etc.** Antrim Promise signs can be found here.

4. **Communicate expectations and updated policies to constituents through mailings, social media, website postings, and other modes of communication to ensure the public is aware of any changes regarding municipal building, meetings, and service policies.** For example, if you require the public to wear masks in your building, use as many communication services that you can to let them know before they arrive so they are not caught off guard.

5. **Provide hand sanitizer and other disposable PPE to visitors.** This will mitigate risk and increase safety for both employees and visitors in the facility.

FACILITY

1. **Determine what needs to be cleaned and disinfected.** Areas that have not been occupied for 7 or more days do not require routine cleaning/disinfecting. Outdoor areas generally only need to be cleaned routinely and not disinfected, unless there are surfaces or objects that are frequently touched by multiple people.

2. **Make sure to clean *THEN* disinfect.** Cleaning involves using soap and water to get rid of dirt, dirt, and other impurities. Disinfecting involves using bleach, alcohol, or other EPA-approved chemicals to kill germs. A list of EPA-approved disinfectants that can be used against the virus that causes COVID-19 can be found here. Always follow the manufacturer's instructions when using a disinfecting product and wear proper PPE.

3. **Increase frequency of cleaning and disinfecting for highly used areas, surfaces, and objects.** It is recommended to clean/disinfect highly trafficked areas every two hours when visibly dirty. Some frequently touched surfaces and objects that will need routine disinfection may include: work spaces, tables, countertops, door knobs/handles, light switches, phones, keyboards/mouse, touch screens, faucets and sinks, toilets, etc.

4. **Wear proper personal protective equipment (PPE) for cleaning and disinfecting.** Check the manufacturer's instructions on types of PPE needed for using the product.

5. **Bathroom cleaning efforts should be at least doubled and other precautions should be taken to decrease chance of spreading the virus.** It is recommended that frequently used public bathrooms be cleaned hourly. Signs should be placed that ask employees and the public to wash their hands BEFORE AND AFTER using the restroom. Utilize touchless faucets, paper towel dispensers, and toilet flushers. Consider getting rid of air dryers and replace with no-touch disposable paper towel dispensers.

6. **Provide hand sanitizer outside of bathrooms and post signs encouraging people to use before entering the facility.** Hand sanitizer should contain at least 60% alcohol. It is also recommended to keep disposable wipes in the bathroom for individuals to use to wipe surfaces before use.

7. **Utilize touchless technology as much as possible.** Use touchless payment options, have touchless dispensers for hand sanitizer, paper towels, soap, faucets, etc. Consider purchasing these and other options to reduce the risk of spreading the virus at your establishment.

8. **Provide hand sanitizer and wipes for employees to disinfect frequently touched surfaces.** Encourage employees to disinfect frequently touched surfaces both before and after use. Have employees clean their workspaces regularly with disposable disinfecting wipes.

9. **Provide touchless water filtration machines that replace water jugs.** This will reduce the chance for the virus to spread on a commonly touched object. As an added bonus, this device can also save costs over time.

PUBLIC MEETINGS

Extra precautions should be taken when determining how to resume in-person public meetings. It is highly recommended by the Antrim County EOC to do video conferencing meetings until the CDC or governmental recommendation allows for large group gatherings to reduce the risk and liability of an outbreak occurring in a municipal facility or at a government function.

Software such as "Zoom" can be purchased and utilized to perform meetings that the public can view and participate in for public comment. Zoom allows for webinar-style conferencing where the public officials are able to perform regular duties while the public views the meeting and can make public comment when called upon.

In addition to giving the public a link to watch and participate in public meeting video conferences, it is recommended that the video be live streamed on Facebook to increase transparency and constituent participation.

Once the governmental body decides to resume in-person meetings, the following precautions are recommended:

1. **Require those in attendance to wear cloth masks.** It is widely believed that the virus is spread via droplets that can be spread by speaking, sneezing, coughing, and so on. To reduce the risk of the virus spreading this way, all officials and attendees of in person meetings should be required to cover their mouth and nose in the facility.
2. **Provide hand sanitizer at the door and in other key locations.** Encourage those in attendance to wash hands frequently in addition to using hand sanitizer.
3. **Only allow enough people in the space to have 6-foot social distancing.** This includes officials who are leading the meeting and others in attendance. Make sure all seating is at least 6 feet apart per individual.
4. **If social distancing is not achievable in your facility, find a space that can accommodate officials, staff, and the anticipated public.** Local schools, churches, and other organizations may have space available to hold a public meeting. Make sure to communicate set-up/tear-down, liabilities, cleaning/disinfecting, and other expectations between both parties before arrival.
5. **Continue to record, post, and live stream the meeting.** This will allow individuals who may not be able to attend due to capacity and social distancing issues, or who are apprehensive about attending a large gathering, to still be a part of said meeting. It also increases constituent participation and aids in governmental transparency.

TECHNOLOGY

As the world moves forward during and after the COVID-19 crisis, local government will need to evaluate its technological capabilities and decide if they need to upgrade in order to better serve their constituents. Many local government facilities offer little to no room to socially distance, and as long as there is not a viable and widely available vaccine, government employees will need to come up with creative solutions that allow public services to continue while not being able to meet with constituents in-person. There are several programs and software that can aid in these essential services that municipalities can utilize to continue providing essential services to those in need.

The following recommendations for municipal governments can aid in continuity of constituent services:

1. **Consider website updates to help constituents easily navigate information and access services.** Often, constituents and visitors receive their first introduction to your organization by Googling your website. Make sure it is easily navigable so visitors can find announcements, services, and general information about the organization. Consider upgrading service providers or website platforms, or hire someone to update and maintain the website if your organization does not have employees who can do so.
2. **Research apps and platforms that provide ease of service to your constituents**. There are many apps can schedule meetings to allow for ease of social distancing, answer frequently asked questions about services, and increase communication of announcements to the public.
3. **Update software and apps to allow for better productivity and collaboration.** Microsoft OneDrive, Google Drive, and other options provide services for cloud storage of data and enable employees to collaborate more easily on documents. These programs allow for better sharing and collaboration between employees, which benefits ease of service.
4. **Increase social media communication to inform the public on any changes due to COVID-19.** If your building is closed to the public, if there are updated digital services, or if you are updating events or policies on social gatherings, etc., let the public know by posting on social media to spread the word. This paired with other media strategies appropriate to your organization (direct mailings, text messages, email newsletters, etc.) will ensure that your constituents are up-to-date on the latest policies and changes.
5. **Utilize online, software, and paper surveys to assess the needs of employees, volunteers, clients, members, etc.** Check in with these individual to assess their needs during and after the global pandemic.

ANTRIM PROMISE OFFERS THE FOLLOWING RESOURCES TO MUNICIPAL GOVERNMENTS:

Antrim Promise Municipal Government Preparedness and Response Plan

This template allows municipalities to comply with state and health department executive orders by creating a strategy to prepare and respond to COVID-19 related issues in their facilities. It provides options for governments to consider regarding employee health and safety, cleaning plans, constituent relations, and more.

Find here:

http://antrimcounty.org/downloads/municipal_government_preparedness_and_response_plan.pdf

Antrim Promise Municipal Government PPE Request Form

This form allows businesses in Antrim County the opportunity to secure scarce PPE to protect their employees at the work facility. The Antrim County EOC will then provide businesses with requested supplies as available.

Find here: http://www.antrimcounty.org/downloads/promise_business_request_form_2_2.pdf

Antrim Promise Signs

The Antrim Promise Team has created several signs that can be used to inform employees and the public about wearing masks, washing hands, social distancing, and more. These signs can be used in government buildings, parks, etc.

Find here: http://www.antrimcounty.org/downloads/signs.pdf

Vision Goal 2: Economic Recovery

The economic effect of COVID-19 have had global ramifications. Antrim County has felt these effects as businesses have strived to continue serving their communities during these unprecedented times. During the COVID-19 global pandemic, businesses have experienced:

1. **Absenteeism** – During a pandemic, employees may be laid off or furloughed due to decreased demand for labor. Additionally, employees may request additional necessary time off to stay home when sick or to provide care for children or a sick household member.

2. **Change in patterns of commerce** - During and potentially after a pandemic, consumer patterns adjust to account for an increase in demand for pandemic-related items and a decrease in demand for other items and services. Consumers could adjust their shopping patterns to account for minimal contact with others, increase demand for deliver and curb-side service, and increase online shopping for goods.

3. **Interrupted supply/delivery** – Items from different geographical areas can be delayed or cancelled due to the world-wide effects of the pandemic. [2]

However, as the direct threat to Antrim County residents' health is mitigated, the threat to their livelihoods is increased. We know that economic health promotes physical and mental well-being. A substantial body of research from the U.S. and abroad consistently demonstrates a strong association between unemployment and poorer health outcomes. To date, Michigan has had over 1 million jobless claims as a result of the COVID-19 pandemic, equating to 26% job disruption for the Michigan workforce.[3] On May 4, 2020, the Antrim County Chambers of Commerce reported that approximately 71% of local businesses were shut down at the time.[4] Recognizing that the county's economic health was dependent on the recovery, the Antrim Promise subcommittee was formed. The subcommittee's first action was to create a survey to evaluate local businesses' needs and formulate with a plan to address those needs.

This section focuses on strategies for businesses throughout the county to recover, while prioritizing the health and safety of both employees and the public. Included are general and industry-specific guidelines to aid in the economic recovery of Antrim County businesses.

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[2] United States Agency on International Development, "Leadership during a Pandemic: What Your Municipality Can Do," (https://www.hsdl.org/?view&did=750946, Accessed May 5, 2020).

[3] Paula Gardner, "Michigan jobless claims top 1.1 million as state streamlines approvals," (Bridge MI, May 7, 2020, (https://www.bridgemi.com/business-watch/michigan-jobless-claims-top-11-million-state-streamlines-approvals, Accessed May 11, 2020).

[4] Cassidy Cobb, "Antrim Creates Antrim Promise to Help Local Businesses," (9 and 10 News, May 4, 2020, https://www.9and10news.com/2020/05/04/antrim-county-creates-antrim-promise-to-help-local-businesses/, Accessed May 11, 2020).

STRATEGIES FOR KEEPING EMPLOYERS, EMPLOYEES, & PUBLIC HEALTHY

GENERAL GUIDANCE FOR ALL BUSINESSES

The Antrim Promise is recommending safeguarding protocols for all businesses, including those that are re-opening now that restrictions are easing, as well as those essential businesses that remained open during the Stay at Home Order. These safeguarding protocols are based on the recommendations of the CDC, OSHA, and other sources. To support the Antrim Promise, all employers and employees should take steps to reopen safely, enable other businesses and industries be able to open more quickly, and help Antrim County remain healthy and open for business.

EMPLOYERS

1. **Allow employees to work from home as much as possible.** Telework is the best way for employees to remain working and avoid exposure, however, depending on the industry or nature of work, this is not always an option.
2. **Encourage employees who are feeling sick to stay home.** It is important to keep your employees and constituents safe by not exposing others in the workplace to the virus through a sick employee. Consider updating leave policies to be more flexible and non-punitive to encourage sick employees to stay home from work.
3. **Screen all employees reporting to work for COVID-19 symptoms with the following questions and questions recommended by the Health Department of Northwest Michigan:**
   - Have you been in close contact with a confirmed case of COVID-19?
   - Are you experiencing a cough, shortness of breath, or sore throat?
   - Have you had a fever in the last 48 hours?
   - Have you had new loss of taste or smell?
   - Have you had vomiting or diarrhea in the last 24 hours?
   - → Please see the Health Department of Northwest Michigan's screening questionnaire at http://www.nwhealth.org/.
4. **Temperature screening employees:**
   - **Best practice:** Employers to take temperatures on site with a no-touch thermometer each day upon arrival at work.
   - **Minimum:** Temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit.

5. **Direct any employee who exhibits COVID-19 symptoms (i.e., who answers yes to any of the screening questions or who is running a fever) to leave the premises immediately.** They should also seek medical care and/or COVID-19 testing, per CDC guidelines. Employers should maintain the confidentiality of employee health information.

6. **Create a plan addressing a confirmed infection in the facility, including isolation, cleaning, and sanitizing protocols.** This plan should detail the isolation the person with a confirmed case of COVID-19, relocating employees who were in the same area, deep cleaning and sanitizing the area, and informing all people that the individual was in the same area about the confirmed case. The Health Department of Northwest Michigan requires that coworkers, involved members of the public, contractors, suppliers, etc. need to be notified within 24 hours, per executive order. *Note:* please be mindful of the HIPAA privacy laws pertaining to disclosing health information.

7. **Implement workplace cleaning and disinfection practices.** These should be according to CDC guidelines,[5] with regular sanitizing of high-touch surfaces at every two hours. Make sure to frequently disinfect commonly touched surfaces, such as work stations, door knobs/handles, countertops, railings, etc. Provide employees disposable disinfecting wipes so these surfaces can be wiped before and after each use.

8. **Plan for potential COVID-19 cases, and work with local health department officials when needed (e.g., to monitor and trace COVID-19 cases, deep clean facilities, etc.).** If possible, designate a contained space at work for an employee showing symptoms of the virus to wait, if they are unable go home right away. Additionally, have a "Preparedness and Response Plan" ready to address all COVID-19 related policies and procedures for your business.

9. **Per executive orders, provide COVID-19 training to all employees that covers, at a minimum:**
   - Workplace infection-control practices.
   - Proper use of personal protective equipment (PPE)
   - Steps the employee must take to let the business know of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

10. **Train maintenance or cleaning staff on proper procedures to clean/disinfect and when to wear PPE to handle COVID-19 related procedures.** Provide proper PPE and train employees to put on and take off PPE safely. Once PPE is removed, require staff to wash their hands for at least 20 seconds. Train employees on COVID-19 related cleaning procedures, such as frequently wiping surfaces and how to sanitize the workspace in the event of confirmed COVID-19 exposure. The CDC's guidelines on cleaning a facility with a suspected or confirmed case of COVID-19 can be found here.

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[5] Centers for Disease Control and Prevention (CDC), "Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, and Considerations for Employees," (https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html, Accessed May 12, 2020).

11. Covered employers and employees should be aware of the provisions of the federal *Families First Coronavirus Response Act*, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms. A PDF of the Families First Coronavirus Response Act can be found here: https://www.congress.gov/116/plaws/publ127/PLAW-116publ127.pdf.

12. Update the employee illness policy to include the symptoms of "COVID-19" or create a COVID-19 specific policy. All staff should sign the policy, and the policy should be posted for confirmation. It is strongly recommended that leave policies are flexible and non-punitive to allow employees to stay home and care for themselves, their children, or other family members who may be sick or in need of other care (such as workers who have limited child care options).

13. Limit self-service options (customer samples, communal packaging, food/beverages, buffets, etc.).

14. Limit the number of employees gathered in a specific area. Ensure that areas such as break rooms, conference spaces, elevators, and other areas that employees gather are limited and allow for social distancing (6 feet of separation between each person). Stagger employee hours and breaks to aid in these efforts. Create markings for the public who are waiting to be assisted to ensure proper social distancing. Post signs that encourage social distancing where employees and the public can easily see them.

15. Post extensive signage on health policies in the workplace to help educate building and visitors on COVID-19 best practices. Antrim Promise signs can be found here.

EMPLOYEES

1. Stay home when feeling ill, when exposed to COVID-19 (e.g., if a member of your household tests positive), or if diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home.

2. Practice increased hygiene practices—wash hands more frequently, avoid touching the face, and practice good respiratory etiquette (e.g., cover coughs and sneezes).

3. Wear a cloth face covering (not an N-95 or medical mask, which should be reserved for healthcare workers) while at work and in public to help protect against the spread of the virus.

4. Practice recommended social distancing to the greatest extent possible. This means stay 6 feet away from others as much as possible.

5. Abide by guidelines established by the employer, which may include the use of gloves, social distancing practices in the workplace, and increased sanitation.

CUSTOMERS

1. Screen customers **for illness upon their entry to the worksite.**

   - **Best Practice: Temperature checks with touchless thermometer and health screening questionnaire for all entering the facility or worksite. Individuals with temperature over 100.4 degrees Fahrenheit should not be permitted on the premises. Questions for those entering the work area include:**
     - Have you been in close contact with a confirmed case of COVID-19?
     - Are you experiencing a cough, shortness of breath, or sore throat?
     - Have you had a fever in the last 48 hours?
     - Have you had new loss of taste or smell?
     - Have you experienced any vomiting or diarrhea in the past 48 hours?
     - →Please see the Health Department of Northwest Michigan's screening questionnaire at https://www.nwhealth.org.

2. **Limit the number of individuals in the facility to allow for 6 feet of social distancing at all times.** Post markings on the ground inside and outside that designate proper spacing while individuals are waiting in line.

3. **Post signs at points of entry and around the building reminding customers and visitors about proper social distancing, hand washing hygiene, wearing a mask, and so on.** Antrim Promise signs can be found here.

4. **Communicate expectations and updated policies to constituents through mailings, social media, website postings, and other modes of communication to ensure the public is aware of any changes regarding the facility or worksite, meetings, and policies.** For example, if you require everyone to wear masks in your building, use as many communication services as you can to let them know before they arrive so they are not caught off guard.

5. **Provide hand sanitizer and other disposable PPE to visitors.** This will mitigate risk and increase safety for both employees and visitors in the facility.

FACILITY & WORKSITE

1. **Determine what needs to be cleaned and disinfected.** Areas that have not been occupied for 7 or more days do not require routine cleaning/disinfecting. Outdoor areas generally only need to be cleaned routinely and not disinfected, unless there are surfaces or objects that are frequently touched by multiple people.

2. **Make sure to clean *THEN* disinfect.** Cleaning involves using soap and water to get rid of dirt, dirt, and other impurities. Disinfecting involves using bleach, alcohol, or other EPA-approved chemicals to kill germs. A list of EPA-approved disinfectants that can be used against the virus that causes

COVID-19 can be found [here](). Always follow the manufacturer's instructions when using a disinfecting product and wear proper PPE.

3. **Increase frequency of cleaning and disinfecting for highly used areas, surfaces, and objects.** It is recommended to clean/disinfect highly trafficked areas every two hours when visibly dirty. Some frequently touched surfaces and objects that will need routine disinfection may include: work spaces, tables, countertops, door knobs/handles, light switches, phones, keyboards/mouse, touch screens, faucets and sinks, toilets, etc.

4. **Wear proper personal protective equipment (PPE) for cleaning and disinfecting.** Check the manufacturer's instructions on types of PPE needed for using the product.

5. **Bathroom cleaning efforts should be at least doubled and other precautions should be taken to decrease chance of spreading the virus.** It is recommended that frequently used public bathrooms be cleaned hourly. Signs should be placed that ask employees and the public to wash their hands BEFORE AND AFTER using the restroom. Utilize touchless faucets, paper towel dispensers, and toilet flushers. Consider getting rid of air dryers and replace with no-touch disposable paper towel dispensers.

6. **Provide hand sanitizer outside of bathrooms and post signs encouraging people to use before entering the facility.** Hand sanitizer should contain at least 60% alcohol. It is also recommended to keep disposable wipes in the bathroom for individuals to use to wipe surfaces before use.

7. **Utilize touchless technology as much as possible.** Use touchless payment options, have touchless dispensers for hand sanitizer, paper towels, soap, faucets, etc. Consider purchasing these and other options to reduce the risk of spreading the virus at your establishment.

8. **Provide hand sanitizer and wipes for employees to disinfect frequently touched surfaces.** Encourage employees to disinfect frequently touched surfaces both before and after use. Have employees clean their workspaces regularly with disposable disinfecting wipes.

9. **Provide touchless water filtration machines that replace water jugs.** This will reduce the chance for the virus to spread on a commonly touched object. As an added bonus, this device can also save costs over time

MEETINGS

1. **Continue virtual meetings until it is deemed safe to gather in person again**. As of June 5, 2020, only 10 people are allowed to gather for in-person activities and 100 people for outdoor activities as long as all adhere to proper socially distancing. Keep up to date with current executive orders to be aware of how many individuals can gather for a meeting and under what circumstances.

2. **Require those in attendance to wear cloth masks.** It is widely believed that the virus is circulated through droplets that can be spread by speaking, sneezing, coughing, and so on. To reduce the risk

of the virus spreading this way, all officials and attendees of in person meetings should be required to cover their mouth and nose in the facility.

3. **Provide hand sanitizer at the door and in other key locations.** Encourage those in attendance to wash hands frequently with soap and water, in addition to using hand sanitizer.

4. **Only allow enough people in the space to maintain 6 foot social distancing.** This includes officials who are leading the meeting and others in attendance. Make sure all seating is at least 6 feet apart per individual.

5. **If social distancing is not achievable in your facility, find a space that can accommodate officials, staff, and the anticipated public.** Local schools, churches, and other organizations may have space available to hold a socially distanced meeting. Make sure to communicate set-up/tear-down, liabilities, cleaning/disinfecting, and other expectations between both parties before arrival.

6. **Communicate any expectations that may have changed regarding COVID-19.** Make sure those in attendance are aware of policies or procedures before they arrive to the meeting. Send out an email, text, and post on social media pages to inform any who plan on attending the meeting.

INDUSTRY SPECIFIC GUIDANCE

Businesses should follow guidance issued by the Centers for Disease Control and Prevention (CDC), as well as any applicable federal or regulatory requirements. In addition to these general guidelines for Antrim County employers and employees, each employer and employee should refer to their industry-specific guidance, as set forth on the following pages. These industry-specific safeguarding protocols have been created with the input of private sector working groups in partnership with the Economic Recovery Group. Protocols are subject to change and may be released on a rolling basis.

RESTAURANT INDUSTRY

In addition to strict adherence to CDC and OSHA guidelines, the following recommendations have been developed for restaurants to protect consumers and employees.

Employee Protection for Restaurants
1. **Follow sanitation frequency guidance as directed by the FDA at all times.**
2. **Have dedicated face coverings and dedicated gloves (i.e., only used by one person) worn by all employees, at all times.** These face coverings should not be of the N-95 or medical variety; those should be saved for use by healthcare workers.

3. **Encourage increased hygiene practices**. Ask employees to wash their hands more frequently, avoid touching the face, and practice good respiratory etiquette (e.g., covering coughs, using tissues whild sneezing, etc.).

4. **Require all employees to report any symptoms of illness to their supervisor and require notification of COVID-19 positive case(s) in employee's household.** Clear communication is key for preventing an outbreak at your business.

5. **Provide ServSafe COVID-19 training for all food handlers as soon as possible.** Information on this training can be found here: https://www.servsafe.com/Landing-Pages/Free-Courses.

Consumer Protection for Restaurants

1. **Limit the number of customers in the restaurant to 50% of seating capacity. Rearrange indoor dining spaces to reduce cross-customer contamination.** Tables should be spaced at least 6 feet apart. Limit tables to no more than 6 guests per table.

2. **Mark any indoor or outdoor waiting area so that social distancing standards are met.** Options can include a text system to alert guests of available seating, an intercom system, or only one member of a party being allowed to wait in the waiting area to assure proper social distancing.

3. **Screen customers for illness upon their entry into the restaurant:**
   a. **Best practice:** Temperature checks for every customer. Customers with temperatures above 100.4 degrees Fahrenheit should not be permitted on premises.
   b. **Minimum:** Question customers regarding COVID-19 symptoms
      - Have you been in close contact with a confirmed case of COVID-19?
      - Are you experiencing a cough, shortness of breath, or sore throat?
      - Have you had a fever in the last 48 hours?

Business Process Adaptations for Restaurants

1. Place hand sanitizer stations in lobby, bathrooms, and cashier stations.
2. Sanitize all front-of-house contact surfaces including door handles, screens, phones, pens, keyboards and other areas of hand contact every two hours, at minimum.
3. Use menus that are disposable or sanitized between each use.
4. Use rolled silverware/napkins stored in sealed bins (gloves should be used by staff while rolling silverware in designated sanitary areas).
5. Sanitize all tabletop items, including condiments, after each table turns (or use disposables).

6. Sanitize chairs, especially where contact occurs, after each table turns.
7. Do not offer self-serve buffets, condiments on a counter for use by multiple tables, or beverage station re-use.

RETAIL INDUSTRY

In addition to strict adherence to CDC guidelines, the State has recommended that retail industries adopt an assortment of measures to protect consumers and employees.

Employee Protection for Retail

1. **Staff should wear face coverings and other personal protection items as recommended by the CDC.** These face coverings should not be of the N-95 or medical variety; those should be saved for use by healthcare workers.
2. **Provide training on correct personal protective equipment use and removal.** The CDC and other entities have guidelines that can be used for training.
3. **Provide a sanitizing station such as a wash basin with soap and/or bottle of hand sanitizer.** Keep sanitizers at work stations or areas that employees frequent.
4. **Stagger shifts, breaks, and meals, in compliance with wage and hour laws and regulations, to maintain social distancing.**
5. **Provide regular updates and training for employees about personal COVID-19 mitigation and store safeguards based on CDC guidelines.** Communication with employees is important to show that you are invested in their health and wellbeing.
6. **Require all employees to report any illness to their supervisor and require notification of COVID-19 positive case(s) in employee's household.** Clear communication is key for preventing an outbreak at your business.
7. **Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for safe social distancing (minimum of 6 feet between persons) whenever possible.**

Consumer Protection for Retail

1. **Post signs and materials that inform customers of explanation of precautions, practices, and procedures that the business is taking to prevent infection.** The Antrim Promise has several signs for businesses to use, but each business is advised create specific materials for its customers explaining changes due to the COVID-19 pandemic to address customer safety.

2. **Limit the number of customers inside a store at a given time, excluding employees and representatives of third-party delivery companies, to 50 percent or less of store occupancy based on the Fire Marshall's rating for the building.** This will allow for better social distancing and will better protect employees, customers, and visitors.
3. **Encourage customers to wear face coverings inside the store.** This aids in maintaining the health and safety of your employees.
4. **Consider dedicated shopping hours or appointment times for the elderly, medically vulnerable, and health care workers.** These can be before or after regular hours.
5. **Establish one-way aisles and traffic patterns for social distancing.**
6. **Increase curbside, pickup, and delivery service options.** This will minimize contact and maintain social distancing between employees and customers.
7. **Assign staff to supervise and prompt customers regarding the importance of social distancing.**
8. **Add social distancing "reminder" signs, personal stickers, floor decals, and/or audio announcements.** Antrim Promise has signs available to remind customers about social distancing and other protective measures.

Business Process Adaptations for Retail
1. Establish enhanced cleaning protocols that follow CDC guidelines including sanitizing shared resources (such as carts) after each use, and sanitizing all high traffic / high touch areas (such as counters check-out lanes, keypads, break rooms, dressing rooms, rest rooms, etc.) every 2 hours and when visibly dirty.
2. Use a clearly designated entrance and a separate clearly designated exit to maintain social distancing.
3. Use plastic shields or barriers between customers and clerks at service counters, and clean them frequently (every 2 hours and when visibly dirty).
4. Adjust store hours to allow time for enhanced cleaning.
5. Prohibit the use of reusable bags (reusable bags may carry COVID-19).
6. Suspend the sampling of food and personal hygiene products.
7. Task management-level employees within a store to monitor compliance to new cleaning, distancing, and health protocols.

RECREATIONAL BUSINESSES

In addition to strict adherence to CDC guidelines, the following recommendations have been developed for recreational businesses.

<u>Employee Protection for Recreational Businesses</u>

1. **Staff** should wear face coverings and other personal protection items as recommended by the CDC. These face coverings should not be of the N-95 or medical variety; those should be saved for use by healthcare workers.
2. **Provide training on personal protective equipment (PPE).** The CDC and other entities have guidelines that can be used for training. Proper PPE for cleaning, interacting with customers, guests, and visitors should be decided by the business after referring to these resources.
3. **Provide a sanitizing station such as a wash basin with soap and/or bottle of hand sanitizer.** Keep sanitizers at work stations or areas that employees frequent.
4. **Stagger shifts, breaks, and meals, in compliance with wage and hour laws and regulations, to maintain social distancing.**
5. **Provide regular updates and training for employees about personal COVID-19 mitigation and business-specific safeguards based on CDC guidelines.** Communication with employees is important to show that you are invested in their health and wellbeing.
6. **Require all employees to report any illness to their supervisor and require notification of COVID-19 positive case(s) in employee's household.** Clear communication is key for preventing an outbreak at your business.
7. **Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for safe social distancing (a minimum of 6 feet between persons whenever possible).**

<u>Customer and Visitor Protection for Recreational Businesses</u>

1. **Refer to current Executive Orders to see how to limit the number of customers in a shared space at a given time, excluding employees and representatives of third-party delivery companies.** This will allow for better social distancing and will better protect employees, customers, and visitors. Check requirements for indoor and outdoor limits.
2. **Customers should wear face coverings inside enclosed facilities.** Lobbies, club houses, etc. are areas where customers need to cover their nose and mouth, especially if they are interacting with employees.

3. **For rentals, increase curbside, pickup, and delivery service options.** This will minimize contact and maintain social distancing between employees and customers.
4. **Assign staff to prompt customers regarding the importance of social distancing.**
5. **Add social distancing "reminder" signs, personal stickers, floor decals, and audio announcements.** The Antrim Promise signs to remind customers about social distancing and other protective measures.

Business Process Adaptations for Recreational Businesses

1. Establish enhanced cleaning protocols that follow CDC guidelines including sanitizing rented equipment (such as golf carts, boats, bicycles, and other rental equipment) after each use.
2. Sanitizing all high traffic / high touch areas (such as counters register areas, keypads, break rooms, dressing rooms, restrooms, etc.) every two hours and when visibly dirty.

STRATEGIES FOR REOPENING YOUR BUSINESS OR KEEPING YOUR BUSINESS OPEN

As Antrim County gears up to get back to work, it is important to consider the safety and wellbeing of employees, customers and visitors to our local businesses, as well as recover lost income. The following is a list of recommendations that business owners and managers should consider as they adapt to the new landscape of business during and after the COVID-19 crisis.

1. **Consider your business' priorities at this time.** Are your concerns the health and safety of your employees, recovering lost income, or other matters?

2. **Create a plan for calling employees back to work.** If your business has had to temporarily shut down, make sure to consider when and how you will ask your employees to return to work. Many employees might have anxiety about returning to the workforce during or after the global pandemic, so be sure to listen and answer any concerns to the best of your ability. Use these points to create a policy that shows your dedication to the health and safety of your employees as they return to work.

3. **Ensure that your employees are informed and aware of changes to the business during this time.** Take time to train employees on new policies and procedures such as increased frequency of cleaning, what to do if they are feeling sick, etiquette regarding coughing and sneezing, and so on. Open communication is key to making employees feel safe and heard.

4. **Utilize the health screening requirements set forth by the Health Department of Northwest Michigan.** Employees who are not working from home are required to be screened as soon as they arrive to their worksite. Details on questions that employers need to ask and how to properly document can be found here.

5. **Evaluate leave policies and consider modifications to help employees with their needs during this time.** In light of the global pandemic, increased absenteeism is expected among workers. Update leave policies so they are flexible and non-punitive to allow employees to stay home and care for themselves, their children, or other family members who may be sick or in need of other care (such as workers who have limited child care options).

6. **Provide necessary PPE to workers.** Employers are required by executive order to provide cloth or other relevant face coverings to employees at the business. Other PPE to consider providing to employees could be disposable gloves, hand sanitizer stations, and gowns, all depending on the type of work and the proximity to others.

7. **Create a plan to increase frequency and enhancement of cleaning procedures.** Make sure to frequently disinfect commonly touched surfaces, such as work stations, door knobs/handles, countertops, railings, etc. Provide employees disposable disinfecting wipes so these surfaces can be wiped before and after each use.

8. **Limit the number of people gathering in a specific area.** Ensure that areas such as break rooms, conference space, elevators, and other spaces that your employees gather are limited and allow for social distancing (6 feet of separation between people). Stagger employee hours to aid in these efforts. Create makings for customers and visitors to ahead to a one-way trafficking in businesses as well as mark spaces for customers to wait in line inside and outside of the business.

9. **Consider technology updates to aid in conducting business with less close contact.** Try out website updates, contactless payment systems, online or automated ordering systems, mobile apps, and text or email systems to help your customers navigate changes happening to your business. These options also reduce the need for close contact as we all try to abide by social distancing practices.

10. **Continue to communicate with customers the steps you are taking to keep your business safe and viable.** Reach out to customers using social media, emails, and other forms of communication to inform them about your status. Let them know hours of operation, steps you are taking for employee and customer health, and so on. This open communication will encourage customers as we all learn to navigate the new world of commerce.

THE ANTRIM PROMISE OFFERS THE FOLLOWING RESOURCES TO BUSINESSES:

Antrim Promise Small Business Preparedness and Response Plan Template

This template allows small businesses to comply with state and health department executive orders by creating a strategy to prepare and respond to COVID-19 related issues in their facilities. It provides options for businesses to consider regarding employee health and safety, cleaning plans, customer relations, and more.

Find here: http://www.antrimcounty.org/downloads/small_business_template.pdf

Antrim Promise Business Signs

Businesses can use these signs to post outside and inside their facility. They include signs for customers and information for employees.

Find here: http://www.antrimcounty.org/downloads/signs.pdf

Antrim Promise Business PPE Request Form

This form allows businesses in Antrim County the opportunity to secure scarce PPE to protect their employees at the work facility. The Antrim County EOC will then provide businesses with requested supplies as available.

Find here: http://www.antrimcounty.org/downloads/supplies_busines_request_form.docx

Antrim Promise Business Packet

This packet includes the Small Business Preparedness and Response Plan Template, Economic Section of the Recovery Plan, signs, and links to additional resources.

Find here: http://www.antrimcounty.org/downloads/business_packet_final_1.pdf

Vision Goal 3: Community Recovery

As local government and businesses strategize how to recover on institutional and economic levels, community organizations such as schools, libraries, churches, and other non-profits are the key to regaining a sense of normalcy in after the COVID-19 crisis. These entities allow us to come together and foster a sense of community. Under "Strategies for Non-Profits and Community Organizations," there are considerations for employers, employees, events, meetings, and so on.

Additionally, households and individuals will be resuming their regularly scheduled lives as restrictions are eased. Included under "Strategies for Households and Individuals" are recommendations for indoor gathering and outdoor recreation. Households should still have an emergency plan in case of a community outbreak, whether soon or later in the fall. This section has sample plan items for households before, during, and after a potential outbreak.

The following recommendations take into consideration the health and safety of all those a community organization may come in contact with, from regular employees to out-of-town visitors. It also includes considerations for a household emergency plan in case of a community COVID-19 outbreak in Antrim County.

STRATEGIES FOR NON-PROFITS AND COMMUNITY ORGANIZATIONS

GENERAL GUIDANCE

EMPLOYERS

1. **Allow employees to work from home as much as possible.** Telework is the best way for employees to remain working and avoid exposure. Make sure technology, such as video conferencing programs, cloud-based productivity suites, and other programs that allow employees to effectively collaborate and provide services to the public while not meeting in-person, are available and up to date.

2. **Encourage employees who are feeling sick to stay home.** It is important to keep your employees and constituents safe by not exposing others in the workplace to the virus through a sick employee. Consider updating leave policies to be more flexible and non-punitive to encourage sick employees to stay home from work.

3. **Screen all employees reporting to work for COVID-19 symptoms with the following questions:**
   - Have you been in close contact with a person with a confirmed case of COVID-19?
   - Are you experiencing a cough, shortness of breath, or sore throat?
   - Have you had a fever in the last 48 hours?
   - Have you had new loss of taste or smell?
   - Have you had vomiting or diarrhea in the last 24 hours?
   - → Please see the Health Department of Northwest Michigan's screening questionnaire at https://www.nwhealth.org.

4. **Temperature screen employees:**
   - **Best practice:** Employees take temperatures on site with a no-touch thermometer each day upon arrival to work.
   - **Minimum:** Temperatures can be taken before arriving.
   - Normal temperature should not exceed 100.4 degrees.

5. **Direct any employee who exhibits COVID-19 symptoms (i.e., who answers yes to any of the screening questions or who is running a fever) to leave the premises immediately.** They should also seek medical care and/or COVID-19 testing, per CDC guidelines. Employers should maintain the confidentiality of employee health information.

6. **Create a plan addressing a confirmed infection in the facility, including isolation, cleaning, and sanitizing protocols.** This plan should detail the isolation of the person with a confirmed case of COVID-19, relocating employees who were in the same area, deep cleaning and sanitizing the area, and informing all people that

the individual was in the same area about the confirmed case. The Health Department of Northwest Michigan requires that coworkers, involved members of the public, contractors, suppliers, etc. be notified within 24 hours, per executive order. *Note:* Please be mindful of the HIPAA privacy laws pertaining to disclosing health information.

7. **Implement facility cleaning and disinfection practices.** These should follow CDC guidelines, with regular sanitizing of frequently touched surfaces at least every two hours, preferably before and after each use. Make sure to frequently disinfect commonly touched surfaces and objects, such as work stations, door knobs/handles, countertops, railings, light switches, etc. Provide employees with disposable disinfecting wipes so these surfaces and objects can be wiped before and after each use.

8. **Per executive orders, provide COVID-19 training to all employees that covers, at a minimum:**
    - Workplace infection-control practices
    - Proper use of personal protective equipment (PPE)
    - Steps the employee must take to let the organization know of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

9. **Train maintenance or cleaning staff on proper procedures to clean/disinfect and when to wear PPE to handle COVID-19 related procedures.** Provide proper PPE and train employees to put on and take off PPE safely. Once PPE is removed, require staff to wash their hands for at least 20 seconds. Train employees on COVID-19 related cleaning procedures, such as frequently wiping surfaces and how to sanitize the workspace in the event of confirmed COVID-19 exposure. The CDC's guidelines on cleaning a facility with a suspected or confirmed case of COVID-19 can be found here.

10. **Plan for potential COVID-19 cases, and work with local health department officials when needed (e.g., to monitor and trace COVID-19 cases, deep clean facilities, etc.).** If possible, designate a contained space at work for an employee showing symptoms of the virus to wait, id they are unable to go home right away. Additionally, have a "Preparedness and Response Plan" ready to address all COVID-19 related policies and procedures for your business. The Antrim Promise has a template plan for municipal governments that can be found here.

11. **Covered employers and employees should be aware of the provisions of the federal *Families First Coronavirus Response Act,* which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.** You can find a copy of the legislation here.

12. **Update the employee illness policy to include the symptoms of "COVID-19" or create a COVID-19 specific policy.** All staff should sign the policy, and the policy should be posted for confirmations. It is strongly recommended that leave policies are flexible and non-punitive to allow employees to stay home and care for themselves, their children, and other family members who may be sick or in need of other care (such as workers who have limited child care options).

13. **Limit the number of employees gathered in a specific area.** Ensure that areas such as break rooms, conference spaces, elevators, and other areas that employees gather are limited and allow for social

distancing (6 feet of separations between each person). Stagger employee hours and breaks to aid in these efforts. Create markings for the public who are waiting to be assisted to ensure proper social distancing. Post signs that encourage social distancing where employees and the public can easily see them.

14. **Post extensive signage on health policies in the workplace to help educate building occupants and visitors on COVID-19 best practices.** Antrim Promise signs can be found [here](#).

EMPLOYEES

1. **Stay home when feeling ill, when exposed to COVID-19 (e.g., if a member of your household tests positive for COVID-19), or if diagnosed with a confirmed case of COVID-19.** Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home.

2. **Increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette (e.g., cover coughs and sneezes).

3. **Wear a cloth face covering** (not an N-95 or medical mask, which should be reserved for healthcare workers) while at work and in public to help protect against the spread of the virus.

4. **Practice recommended social distancing to the greatest extent possible.** This means staying 6 feet away from others as much as possible.

5. **Abide by guidelines established by your organization, which may include the use of gloves, social distancing practices in the workplace, and increased sanitation.**

NON-EMPLOYEES

6. **Screen non-employees (volunteers, clients, members, constituents, visitors, etc.) for illness upon their entry to the worksite.**

    - **Best Practice: Temperature checks with touchless thermometer and health screening questionnaire for all entering the facility or worksite. Individuals with temperature over 100.4 degrees Fahrenheit should not be permitted on the premises. Questions for those entering the work area include:**
        o Have you been in close contact with a confirmed case of COVID-19?
        o Are you experiencing a cough, shortness of breath, or sore throat?
        o Have you had a fever in the last 48 hours?
        o Have you had new loss of taste or smell?
        o Have you experienced any vomiting or diarrhea in the past 48 hours?
        o →Please see the Health Department of Northwest Michigan's screening questionnaire at
           https://www.nwhealth.org.

7. **Limit the number of individuals in the facility to allow for 6 feet of social distancing at all times.** Post markings on the ground inside and outside that designate proper spacing while individuals are waiting in line.

8. **Post signs at points of entry and around the building reminding visitors about proper social distancing, hand washing hygiene, wearing a mask, and so on.** Antrim Promise signs can be found [here](#).

9. **Communicate expectations and updated policies to constituents through mailings, social media, website postings, and other modes of communication to ensure the public is aware of any changes regarding the facility or worksite, meetings, and policies.** For example, if you require everyone to wear masks in your building, use as many communication services as you can to let them know before they arrive so they are not caught off guard.

10. **Provide hand sanitizer and other disposable PPE to visitors.** This will mitigate risk and increase safety for both employees and visitors in the facility.

FACILITY & WORKSITE

1. **Determine what needs to be cleaned and disinfected.** Areas that have not been occupied for 7 or more days do not require routine cleaning/disinfecting. Outdoor areas generally only need to be cleaned routinely and not disinfected, unless there are surfaces or objects that are frequently touched by multiple people.

2. **Make sure to clean *THEN* disinfect.** Cleaning involves using soap and water to get rid of dirt, dirt, and other impurities. Disinfecting involves using bleach, alcohol, or other EPA-approved chemicals to kill germs. A list of EPA-approved disinfectants that can be used against the virus that causes COVID-19 can be found [here](#). Always follow the manufacturer's instructions when using a disinfecting product and wear proper PPE.

3. **Increase frequency of cleaning and disinfecting for highly used areas, surfaces, and objects.** It is recommended to clean/disinfect highly trafficked areas every two hours when visibly dirty. Some frequently touched surfaces and objects that will need routine disinfection may include: work spaces, tables, countertops, door knobs/handles, light switches, phones, keyboards/mouse, touch screens, faucets and sinks, toilets, etc.

4. **Wear proper personal protective equipment (PPE) for cleaning and disinfecting.** Check the manufacturer's instructions on types of PPE needed for using the product.

5. **Bathroom cleaning efforts should be at least doubled and other precautions should be taken to decrease chance of spreading the virus.** It is recommended that frequently used public bathrooms be cleaned hourly. Signs should be placed that ask employees and the public to wash their hands BEFORE AND AFTER using the restroom. Utilize touchless faucets, paper towel dispensers, and toilet flushers. Consider getting rid of air dryers and replace with no-touch disposable paper towel dispensers.

6. **Provide hand sanitizer outside of bathrooms and post signs encouraging people to use before entering the facility.** Hand sanitizer should contain at least 60% alcohol. It is also recommended to keep disposable wipes in the bathroom for individuals to use to wipe surfaces before use.

7. **Utilize touchless technology as much as possible.** Use touchless payment options, have touchless dispensers for hand sanitizer, paper towels, soap, faucets, etc. Consider purchasing these and other options to reduce the risk of spreading the virus at your establishment.

8. **Provide hand sanitizer and wipes for employees to disinfect frequently touched surfaces.** Encourage employees to disinfect frequently touched surfaces both before and after use. Have employees clean their workspaces regularly with disposable disinfecting wipes.

9. **Provide touchless water filtration machines that replace water jugs.** This will reduce the chance for the virus to spread on a commonly touched object. As an added bonus, this device can also save the municipality money over time.

MEETINGS

When considering how to conduct board meetings for nonprofits and other non-business, non-governmental entities, it is important to remember that there is neither a current vaccine nor reliable anti-viral treatment for COVID-19. Meetings held indoors must be in compliance with current Executive Orders as well as existing organizational bylaws. These recommendations consider the health and safety of all who attend the meeting.

1. **Continue virtual meetings until it is deemed safe to gather in person again**. As of June 5, 2020, only 10 people are allowed to gather for in-person activities and 100 people for outdoor activities as long as all adhere to proper socially distancing. Keep up to date with current executive orders to be aware of how many individuals can gather for a meeting and under what circumstances.

2. **Require those in attendance to wear cloth masks.** It is widely believed that the virus is circulated through droplets that can be spread by speaking, sneezing, coughing, and so on. To reduce the risk of the virus spreading this way, all officials and attendees of in person meetings should be required to cover their mouth and nose in the facility.

3. **Provide hand sanitizer at the door and in other key locations.** Encourage those in attendance to wash hands frequently with soap and water, in addition to using hand sanitizer.

4. **Only allow enough people in the space to maintain 6 foot social distancing.** This includes officials who are leading the meeting and others in attendance. Make sure all seating is at least 6 feet apart per individual.

5. **If social distancing is not achievable in your facility, find a space that can accommodate officials, staff, and the anticipated public.** Local schools, churches, and other organizations may have space available to hold a socially distanced meeting. Make sure to communicate set-up/tear-down, liabilities, cleaning/disinfecting, and other expectations between both parties before arrival.

6. **Communicate any expectations that may have changed regarding COVID-19.** Make sure those in attendance are aware of policies or procedures before they arrive to the meeting. Send out an email, text, and post on social media pages to inform any who plan on attending the meeting.

7. **Continue to record, post, and live stream the meeting when possible.** This will allow individuals who may not be able to attend due to capacity and social distancing issues, or who are apprehensive about attending a large gathering, to still be a part of said meeting. It also increases constituent participation and aids in organizational transparency.

EVENTS

Non-profit and community events will need to be evaluated to ensure the health and safety of all those involved. Currently there is no vaccine available for COVID-19, nor are there any effective anti-viral treatments. Event organizers will need to consider risks and vulnerabilities of staff, volunteers, and attendees.

State executive order will dictate how many individuals are allowed to gather in a certain space. Currently, indoor gatherings are limited to 10 or fewer people who are not of the same household, while outdoor gatherings can host up to 100 people with proper social distancing.

1. **Communicate any expectations that may have changed regarding COVID-19.** Make sure those in attendance are aware of policies or procedures before they arrive to the event. Send out an email and/or text, update website content, and post on social media pages to inform any who plan on attending the event.

2. **Create a plan for cleaning and disinfecting any common areas or booths.** Ensure proper sanitizing of frequently touched surfaces and objects by disinfecting between use. Increase bathroom cleaning to once per hour and plan for deep cleaning both before and after the event.

3. **Require all participants, staff, volunteers, etc. to wear masks and other personal protective equipment (PPE).** Masks should cover both the mouth and nose, and should be worn if people come within 6 feet of each other. Provide staff and volunteers with necessary PPE such as gloves, gowns, face shields, etc. This PPE should be worn when these individuals come in contact with others, or if their role requires for health and safety.

4. **Ensure that proper social distancing can be achieved between all participants, staff, volunteers, vendors, etc.** Distance booths to at least 6 feet apart. Create a system for lines and queues so customers can social distance while waiting in line.

5. **Encourage no-touch payment options for vendors.** Many contactless payment options are available, such as Apple Pay, Venmo, PayPal, and Square.

6. **Provide hand sanitizer to staff, volunteers, and participants.** Station them in key locations so they are visible and accessible if hand washing stations are not readily available.

7. **If possible, record and live-stream events.** If there is a concert, lecture, etc. consider recording and live-streaming to increase participation, especially for those who do not feel safe going out.

8. **Post extensive signage reminding all about proper social distancing, hand hashing hygiene, wearing a mask, etc.** Antrim Promise signs can be found here.

TECHNOLOGY

Non-profits and other organizations can evaluate their technological capabilities during the COVID-19 global pandemic to see if their information and services are accessible. Some services can be redesigned and offered online to help with social distancing at an organization's physical facility. Technology updates made during this time can help organizations keep in touch with various stakeholders and increase communication both now and moving forward.

1. **Consider website updates to help constituents easily navigate information and access services.** Often, constituents and visitors receive their first introduction to your organization by Googling your website. Make sure it is easily navigable so visitors can find announcements, services, and general information about the organization. Consider upgrading service providers or website platforms, or hire someone to update and maintain the website if your organization does not have employees who can do so.

2. **Research apps and platforms that provide ease of service to your participants**. There are many apps can schedule meetings to allow for ease of social distancing, answer frequently asked questions about services, and increase communication of announcements to the public.

3. **Update software and apps to allow for better productivity and collaboration.** Microsoft OneDrive, Google Drive, and other options provide services for cloud storage of data and enable employees to collaborate more easily on documents. These programs allow for better sharing and collaboration between employees, which benefits ease of service.

4. **Increase social media communication to inform the public on any changes due to COVID-19.** If your building is closed to the public, if there are updated digital services, or if you are updating events or policies on social gatherings, etc., let the public know by posting on social media to spread the word. This paired with other media strategies appropriate to your organization (direct mailings, text messages, email newsletters, etc.) will ensure that your constituents are up-to-date on the latest policies and changes.

5. **Utilize online, software, and paper surveys to assess the needs of employees, volunteers, clients, members, etc.** Check in with these individual to assess their needs during and after the global pandemic.

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,"[6] 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 engaging safely in recreational activities.

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 on how to proceed.

The CDC recommends taking these steps to prepare your household for a potential community outbreak of COVID-19.[7]

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 these 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.
   - **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

[6] 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).

[7] 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).

others 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, electronic devices, 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 conditions and/or immunocompromised status.** According to the CDC, "older adults and persons who have underlying chronic medical conditions may be at risk for more serious complications"[8] if they contract COVID-19. Have an action plan for how to care for a loved one if they get sick: i.e., emergency health information (medications, conditions, etc.), their medical plans, arrangements for care of dependents or pets, etc. Open communication is important.

- **Choose a room in your home that can be used to separate sick household members from those who are healthy.** If possible, have the sick person(s) 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. Nextdoor is a popular platform for community webpages, or you can create a Facebook group.

- **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.

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[8] 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.** Lean 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 if you are sick with COVID-19 symptoms;
   - Keeping away from others who are sick; and
   - Limiting close contact with others as much as possible (stay at least 6 feet apart).

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, text messages, and other socially distanced 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.** Create a contingency plan in case of illness, both mild and severe. 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 both 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 if 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 your children 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, check its website, 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 subscribe to email newsletter updates.

   - **Always practice every day preventative measures.** Stay home when sick, cover coughs and sneezes with a 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 take time to process them 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 HOME AND ELSEWHERE

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 fewer than 10 non-household members are allowed to gather in indoor social settings.** 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 established 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, contact 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.[9]

1. **Recreate close to home.** Do not travel very far to participate in outdoor activities. Most places are only open for day use. Expect public restroom facilities to be closed and plan accordingly.

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[9] Recreate Responsibly Coalition, (https://www.recreateresponsibly.org, Accessed May 26, 2020).

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 backup plan 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 participate in outdoor activities together, eventually restrictions will be lifted and some gatherings if 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.

THE ANTRIM PROMISE OFFERS THE FOLLOWING RESOURCES TO COMMUNITY ORGANIZATIONS AND HOUSEHOLDS:

Antrim Promise Household COVID-19 Community Outbreak Plan Template

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.

Find at: http://www.antrimcounty.org/promisecommunity.asp

Antrim Promise NPO PPE Request Form

This form allows community organizations in Antrim County the opportunity to secure scarce PPE to protect their employees at the work facility. The Antrim County EOC will then provide organizations with requested supplies *as available*.

Email emergencymanagement@antrimcounty.org to get the request form.

Antrim Promise Signs

The Antrim Promise Team has created several signs that can be used to inform employees and the public about wearing masks, washing hands, social distancing, and more. These signs can be used in government buildings, parks, etc.

Find here: http://www.antrimcounty.org/downloads/signs.pdf

References and Resources

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APPENDIX A

OTHER RESOURCES

Antrim Promise Resources

- https://www.antrimcounty.org/promise.asp

Centers for Disease Control and Prevention:

- Caring for Someone at home with COVID-19
- "Cleaning and Disinfection for Community Facilities: Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)"
- "Cleaning and Disinfection for Households: Interim Recommendations for U.S. Households with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)"
- "Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, and Considerations for Employees"
- "Detailed Planning Guide" for Households.
- "Funeral Guidance for Individuals and Families"
- "Helping Children Cope"
- "How to Protect Yourself and Others"
- "Prepare you Small Business and Employees for the Effects of COVID-19

Environmental Protection Agency

- List of approved products for use against COVID-19

Environmental Protection Agency and the Centers for Disease Control and Prevention

- "Guidance for Cleaning and Disinfecting: Public Spaces, Workplaces, Businesses, Schools, and Homes"

Families First Coronavirus Response Act

- https://www.congress.gov/116/plaws/publ127/PLAW-116publ127.pdf

Health Department of Northwest Michigan

- https://www.nwhealth.org/

Michigan Municipal League Resources

- https://www.mml.org/

Michigan Township Association Resources

- https://www.michigantownships.org/coronavirus.asp

MSU Extension

- "Local Government Resources for Novel Coronavirus Response"

National Association of RV Parks & Campgrounds

- "Re-Opening RV Parks and Campgrounds: A Guide for the Outdoor Hospitality Industry"

National Restaurant Association

- "COVID-19 Reopening Guide: A Guide for the Restaurant Industry"

Occupational Safety and Health Administration

- "Guidance on Preparing Workplaces for COVID-19"

Small Business Association of Michigan

- "Get back to Work Safely: Tips and Resources"

U.S. Food and Drug Administration

- "Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services during COVID-19 Pandemic"