

Category: 300

Number: 372

Subject: Symptomatic Employee Policy

1. PURPOSE: The purpose of this policy is to establish guidelines for the appropriate handling of symptomatic employees during an infectious disease outbreak.
2. AUTHORITY: The Saginaw County Board of Commissioners.
3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads, and Agencies of Saginaw County to administer this policy.
5. DEFINITIONS: NONE
6. POLICY:
 - 6.1 County Employees share in the responsibility to keep each other and the public safe and healthy during a time of an infectious disease outbreak, as declared by the CDC, Michigan Department of Health and Human Services, or other local public health agency including but not limited to the Saginaw County Health Department.
 - 6.1.1 Employees who are showing symptoms of an infectious disease prior to coming to work must stay home.
 - 6.1.2 If an employee begins exhibiting symptoms at work, they will be sent home immediately or if it is not believed they can travel safely, placed in an isolated area until someone is able to provide them with appropriate transportation.
 - 6.1.2.1 If a specific infectious disease outbreak is present and the employee is showing symptoms of that disease, the supervisor will provide the employee with information on the disease and returning to work after illness or will provide them with the appropriate contact information to speak with someone who can provide such information.
 - 6.1.3 The Maintenance Department shall be contacted and they will ensure appropriate steps will be taken to clean and disinfect the workspace of that employee and common areas where the employee may have been present. The Maintenance Department will follow the appropriate facility cleaning and disinfection guidelines from the Centers for Disease Control (CDC).

6.1.4 If an employee reports they have a specific infectious disease or have been exposed to a specific infectious disease, the proper protocols as determined by the CDC or appropriate public health agency including, but not limited the Saginaw County Health Department will be followed relating to notification of other employees or members of the public who may have been in contact with that individual. In no case will the sick or exposed employee's identity be revealed.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:

Approved as to Legal Content:

Saginaw County Controller/CAO

Saginaw County Civil Counsel

ADOPTED: August 25, 2020