

Category: 300

Number: 371

Subject: Cleaning and Disinfecting of Personal Workstations and Office Spaces

1. PURPOSE: The purpose of this policy is to establish guidelines for cleaning and disinfecting of personal workstations and office spaces 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 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.
  - 6.2 Employees will be provided with appropriate disinfectants to clean their workstations and office spaces. Such supplies will be provided by the County. Cleaning and disinfecting supplies will be those recommended by the Environmental Protection Agency (EPA) to address the particular infectious agent(s) that are of concern at that time.
  - 6.3 Employees are discouraged from sharing phones, desks, offices, keyboards, cash registers or any other tools or equipment.
    - 6.3.1 If there is no other option but to share such equipment, it must be disinfected by an employee when they stop using the equipment and prior to another employee beginning to use the equipment.
  - 6.4 Employees are also encouraged to wash their hands frequently, with soap and warm water for at least 20 seconds. Alcohol based hand sanitizers may also be used if soap and water is not available. Hand washing and/or use of hand sanitizer is especially important after handling or touching frequently used items or surfaces and after cleaning.

6.5 Employees are also encouraged to sanitize customer service areas at least twice a day, at a minimum mid-morning and mid-afternoon. This would include all commonly touched items such as pens, clipboards, countertops, chairs, door handles, computer terminals etc.

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:

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Saginaw County Controller/CAO

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Saginaw County Civil Counsel

ADOPTED: August 25, 2020