

Category: 100

Number: 132

Subject: **COUNTY FACILITY CLOSURE AND RESTRICTED ACCESS POLICY**

1. **PURPOSE:** The purpose of this policy is to formulate a formal written County policy with respect to closing county facilities or restricting the public's access to those facilities. The policy should also define and clarify the proper procedure to be followed in the event of inclement weather or infectious disease and communicate this to County employees and officials.
2. **AUTHORITY:** Saginaw County Board of Commissioners.
3. **APPLICATION:** This policy/procedure applies to all employees of Saginaw County Government.
4. **RESPONSIBILITY:** The County Controller/CAO will have the responsibility for overseeing and implementing this policy.
5. **DEFINITION(S):** NONE
6. **POLICY:**
  - 6.1 Saginaw County governmental programs, activities and operations will never fail to open due to inclement weather but rather, will be open each business day. In instances where County staff is unable to travel from home to their work location because of weather, the affected staff must utilize their Paid Time Off (PTO) or accept unpaid leave.
  - 6.2 In certain extreme instances, the County Controller with the permission of the Chairman of the Saginaw County Board of Commissioners and in consultation with the Chief Judge may close the Courthouse and other related County administrative offices and programs, excluding twenty-four hour operations, during any business day because of weather. Employees shall be compensated for the full day or the closed portion of the day in those rare instances.
  - 6.3 The Controller/CAO is authorized to implement restrictions on access to County facilities, up to and including closure, during an epidemic, pandemic or wide-spread of an infectious disease. In addition to the Chairman and Chief Judge, the Controller/CAO will consult with the Saginaw County Health Officer on appropriate mitigation and prevention steps and/or follow Centers for Disease Control (CDC), Michigan Department of Health & Human Services (MDHHS), and/or Michigan Occupational Safety & Health Administration orders, rules & regulations pertaining to the control of infectious diseases.
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:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

APPROVED: November 23, 1999  
AMENDED: August 17, 2021