

Category: 300
Number: 373

Subject: Social Distancing Policy

1. PURPOSE: The purpose of this policy is to establish guidelines for proper social distancing 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 County employees will practice social/physical distancing by:
 - 6.2.1 Staying at least 6 feet (about 2 arms' length) from other people.
 - 6.2.2 Not gather in groups.
 - 6.2.3 Staying out of crowded places and avoid mass gatherings.
 - 6.2.4 Use of videoconferencing or teleconferencing when possible in lieu of in-person site visits or meetings with the public.
 - 6.3 The County will:
 - 6.3.1 Increase physical space between employees at the worksite or install barriers to ensure employees limit close contact (stay 6 feet apart.)
 - 6.3.2 Limit the number of people in elevators, bathrooms, meeting spaces, break areas, locker rooms, and other common spaces; and determine if there is a need to rearrange office spaces and environment or layout.
 - 6.3.3 Encourage employees to remain in their assigned work areas as much as possible.

- 6.3.4 Adjust floor plans to allow for desks to be spread apart. If staff share communal desk areas, staff will be split apart and moved into unused meeting rooms so they can spread out.
- 6.3.5 Prevent employees from driving together in the same vehicle. If work vehicles are shared by multiple people, the department head should assign each staff member to the same vehicle for tracking purposes in case you need to notify other staff of a possible exposure.
- 6.3.6 Reconfigure floor space to increase physical space between employees and the public (e.g. reduce the amount of chairs in the waiting areas, use smaller displays, strategically place tables apart, etc.).
- 6.3.7 Utilize spacing tools for checks and lines (including outdoor lines).
 - 6.3.7.1 For example, put tape on the floor to keep people adequately spaced, or place arrows in the aisle to direct the flow of movement in one direction.
- 6.3.8 Identify alternate methods to provide services to the public when feasible. These could include:
 - 6.3.8.1 Delivering products/services through curbside pick-up or delivery to prevent patrons from entering including options for electronic payment (e.g., online, over the phone, etc.).
 - 6.3.8.2 Delivering services remotely (e.g. phone, video, or web).
 - 6.3.8.3 Providing services by appointment only to control how many people enter.

6.4 If social distancing cannot be accommodated based on your department’s layout, then the number of people in the department shall be limited at one time to ensure enough space is available to social distance.

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