

Category: 300
Number: 374

Subject: Personal Hygiene Policy

1. PURPOSE: The purpose of this policy is to establish guidelines for proper personal hygiene 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 proper personal hygiene as follows:
 - 6.2.1 Employees should wash their hands thoroughly with soap and warm water for at least 20 seconds upon first arriving to work, after using the restroom, before and after eating and frequently throughout the day. If soap and water are not readily available, the employee should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. The County will ensure that adequate supplies are maintained.
 - 6.2.2 Using appropriate hand hygiene for worksite visitors including the public and anyone entering the building (ex. IT, deliveries, mail, Maintenance, etc.)
 - 6.2.2.1 Discourage handshaking and encourage the use of other non-contact methods of greeting.

6.3 The County will:

- 6.3.1 Place hand sanitizer in multiple locations for the public to encourage hand hygiene.
- 6.3.2 Remove all magazines, books, newspapers, menus or other unnecessary papers that patrons touch.
- 6.3.3 Provide tissues and no-touch disposal receptacles.
- 6.3.4 Restrict the public from walking through or entering unnecessary areas within the building and close areas where physical distancing is not practical.
- 6.3.5 Requiring all entry to the building be made through a single entrance to control who enters.
 - 6.3.5.1 Employees using the back entry will be required to go to security for daily screening protocol/monitoring.

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