Offices Reopening in response to EO 2020-110 and EO 2020-114 are REQUIRED to:

- **Create a plan and designate a COVID-19 Supervisor**
  Make a COVID-19 Preparedness and Response Plan which should be made available for review on location. Designate a supervisor to remain on-site at all times. A link to a modifiable template can be found on the Additional Resources page of this toolkit.

- **Screen employees DAILY for COVID-19 symptoms**
  A sample Screening Checklist is included here for your convenience. See the Additional Resources page for a link to a fillable employee screening form.

- **Provide training for employees regarding COVID-19**

  See the Additional Resources page for a link workplace safety guidance.

- **Provide and require masks for employees**

- **Provide visible guidance of 6-ft physical distancing**
  Include visual distance markings and/or barriers in your facility for employees, guests, and vendors.

- **Limit waiting area capacity to comply with 6-ft social distancing**

- **Make hand washing and hand sanitizing available and accessible**

- **Develop protocols for disinfecting and cleaning**
  See the Additional Resources page for a link to cleaning & disinfecting guidance.

Prevention Practices Checklist

- ☐ **Assign dedicated entry point(s)** for all employees to reduce congestion at the main entrance.

- ☐ **Provide visual indicators** of appropriate spacing for employees outside the building in case of congestion.

- ☐ **Take steps to reduce entry congestion** and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time

- ☐ **Require face coverings** in shared spaces, including during in-person meetings and in restrooms and hallways.

- ☐ **Increase distancing between employees** by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings).

- ☐ **Prohibit social gatherings and meetings** that do not allow for social distancing or that create unnecessary movement through the office. Use virtual meetings whenever possible.

- ☐ **Provide disinfecting supplies** and require employees wipe down their work stations at least twice daily.

- ☐ **Post signs** about the importance of personal hygiene.

- ☐ **Disinfect high-touch surfaces** in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).

- ☐ **Institute cleaning and communications protocols** when employees are sent home with symptoms.

- ☐ **Notify employees** if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.

- ☐ **Suspend** all nonessential visitors.

- ☐ **Restrict all non-essential travel**, including in-person conference events.

COVID-19 SAMPLE SCREENING CHECKLIST

LENAWEE COUNTY HEALTH DEPARTMENT

This checklist is a sample only. It is not intended to take the place of medical advice, diagnosis or treatment.

WHAT TO DO

○ Create and implement an active screening plan including:

- Location where employees will be screened and the person who will do the screening
- Signage to support the active screening process
- Rules to allow or prohibit entry

- Alcohol-based hand sanitizer available at the screening location
- Handout explaining the changes
- Development of sick policies

SCREENING QUESTIONS TO CONSIDER

○ In the past 24 hours, have you experienced:

REQUIRED TO SCREEN FOR:
- Fever (100.4°F or higher): ○ Yes ○ No
- New or worsening cough: ○ Yes ○ No
- Shortness of breath: ○ Yes ○ No
- Sore throat: ○ Yes ○ No

Current Temperature: _____

Consider screening for:
- Repeated shaking with chills: ○ Yes ○ No
- New loss of taste or smell: ○ Yes ○ No
- Muscle pain: ○ Yes ○ No
- Headache: ○ Yes ○ No
- Vomiting/Diarrhea: ○ Yes ○ No

HOW TO RESPOND

If you answer "yes" to any of the symptoms listed above, or your temperature is 100.4°F or higher, please **do not go into work**. Self- isolate at home and contact your doctor for direction.

If you test positive for COVID-19:

- You will be contacted by a Lenawee County Health Department public health nurse
- You will need to isolate at home for minimum of 10 days since symptoms first appear **AND**
- You must also have 3 days without fever without the use of fever reducing medication, and improvement in respiratory symptoms before returning to work
- A public health nurse will provide documentation when you can return to work

If you answer "yes" to any of the symptoms listed above and are **not tested for COVID-19** or **tested negative for COVID-19**,

- You may return to work after you are fever free for 72 hours without the use of medicine **AND**
- Other symptoms have improved.
- If you have had close contact with someone who is COVID-19 positive, please call 517-264-5226 (option 5) to speak to a public health nurse.

Questions? Call the Lenawee County Health Department at 517-264-5226, option 5.

(continued)

○ Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

HOW TO RESPOND

If you answer "**yes**" to this question,

- Please do not go into work. Self-quarantine at home for 14 days and monitor yourself for symptoms.

○ Have you had close contact with a positive COVID-19 case?

HOW TO RESPOND

If an employee **has had close contact with someone that was COVID-19 positive**, please call the Lenawee County Health Department at 517-264-5226, option 5, to speak with a public health nurse to discuss options and best practices.

This checklist is a sample only. It is not intended to take the place of medical advice, diagnosis or treatment.

When is it safe to leave home
if you have symptoms of COVID-19 or live with someone who does?

STAY HOME.
STAY SAFE. SAVE LIVES.
MICHIGAN.GOV/CORONAVIRUS

Employers can't retaliate against workers for taking time away from work under these circumstances.

File a complaint with MIOSHA . Learn more at Michigan.gov/MIOSHAcomplaint.

For Me

I have been diagnosed with COVID-19.

I have developed one or more symptoms of COVID-19.

Stay home for 10 days after you were tested or developed symptoms.

After staying home for **10** days, have you been **symptom-free for 3 days**?

YES → You may leave if you are symptom-free.

NO → Stay home until 3 days have passed after all symptoms have stopped.

Close Contacts

I live with someone diagnosed with COVID-19.

I live with someone who has developed one or more symptoms of COVID-19.

Stay home for 14 days after your **last contact** with the sick person.
Monitor yourself for symptoms.

You may leave if you are symptom-free.

How do I monitor myself?

Pay attention for COVID-19 symptoms:
- **Fever**
- **Cough**
- **Shortness of breath**

If you are concerned about your health or develop symptoms, contact your health care provider or urgent care.

Should I wear a mask?

If you or your close contact is symptomatic and you must leave home, you should cover your nose and mouth with a homemade mask, scarf, bandana or handkerchief.

*Process for general public, does not specifically apply to workers at a health-care facility, first responders (e.g., police officers, fire fighters, paramedics), and prison employees.

I think I have been exposed to COVID-19, what should I do?

MDHHS
Michigan Department of Health & Human Services
Michigan.gov/Coronavirus

Close Contacts

I live with or am caring for someone with COVID-19

Someone that has COVID-19 coughed or sneezed on me

↓

You should self quarantine and monitor yourself for symptoms. The local health department may ask you to do so.*

I think my coworker has COVID-19

I think someone I know has COVID-19

↓

You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

↓

Have you developed symptoms of respiratory illness such as **fever**, **cough**, or **shortness of breath**?

YES ↓   **NO** ↓

Are you having **severe symptoms** like difficulty breathing, persistent pain or pressure in the chest, new confusion or inability to arouse or bluish lips or face?

YES ↓   **NO** ↓

Continue to monitor yourself for symptoms.

Seek immediate medical attention.

Contact your health care provider to discuss your symptoms.

HOW DO I MONITOR MYSELF?

Pay attention for COVID-19 symptoms:

- **Fever**
- **Cough**
- **Shortness of Breath**

If you are concerned about your health, contact your health care provider.

If your doctor decides you should be tested for COVID-19,
your health care provider can order testing for you.

Health care provider takes a sample → Sample is sent to a laboratory for testing → Laboratory sends result to health care provider → Health care provider informs patient of result. The state health department will not provide results.

*Quarantine process for general public, does not specifically apply to health care workers.

SEOC TA 2710604 03/25/2020

Full Text Executive Orders:

- **Executive Order 2020-110** – Temporary restrictions on certain events, gatherings, and businesses
- **Executive Order 2020-114** – Safeguards to protect Michigan's workers from COVID-19

MIOSHA COVID-19 Guidelines for Offices

AIHA Reopening Guidance for General Office Settings

Michigan Economic Recovery Council (MERC): Office Space Practices

Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation

LEO COVID-19 Workplace Safety Guidance

EPA Disinfectants for Use Against COVID-19

CDC Cleaning & Disinfecting Guidance

Preparedness & Response Plan Template

General Employee Screening Form (English)

General Employee Screening Form (Spanish)

Resources for purchasing Personal Protective Equipment (PPE):

Lenawee County Printing and Purchasing has supplies of surgical masks, gloves, and hand sanitizer in stock (for businesses with 50 or fewer employees). Call 517-264-4562 for prices and more information.

Pure Michigan Business Connect Personal Protective Equipment Procurement Platform

Michigan Chamber of Commerce

Small Business Association of Michigan (members only)

PLEASE MAINTAIN 6-FEET OF DISTANCE BETWEEN YOU & YOUR CO-WORKERS

WHILE INSIDE THIS FACILITY

**LENAWEE COUNTY
HEALTH DEPARTMENT**

Do **NOT** enter if you are sick.

Thank you for helping us reopen responsibly.

LENAWEE COUNTY MICHIGAN

LENAWEE COUNTY
HEALTH DEPARTMENT

Masks
<u>must</u> be worn in this building.

Thank you for helping us reopen responsibly!

Top 10 Tips to Protect Employees' Health

Healthy employees are crucial to your business. Here are 10 ways to help them stay healthy.

Actively encourage sick employees to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.

Have conversations with employees about their concerns. Some employees may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.

Develop other flexible policies for scheduling and telework (if feasible) and create leave policies to allow employees to stay home to care for sick family members or care for children if schools and childcare close.

Talk with companies that provide your business with contract or temporary employees about their plans. Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.

Promote etiquette for coughing and sneezing and handwashing. Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.

Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department. Actively encourage flexible work arrangements such as teleworking or staggered shifts.

Perform routine environmental cleaning. Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.

Consider the need for travel and explore alternatives. Check CDC's Travelers' Health for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.

Provide education and training materials in an easy to understand format and in the appropriate language and literacy level for all employees, like fact sheets and posters.

If an employee becomes sick while at work, they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas the sick employee visited.

For more tips and information see the **CDC Interim Guidance for Businesses and Employers** (https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) and the **OSHA Guidance for Preparing Workplaces for COVID-19** (https://www.osha.gov/Publications/OSHA3990.pdf).

cdc.gov/coronavirus

Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:

Stay at home as much as possible

6 ft Practice social distancing (remaining at least 6 feet away from others)

Clean your hands often

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.

N95 respirator   Cloth covering

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping

Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html

cdc.gov/coronavirus

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2
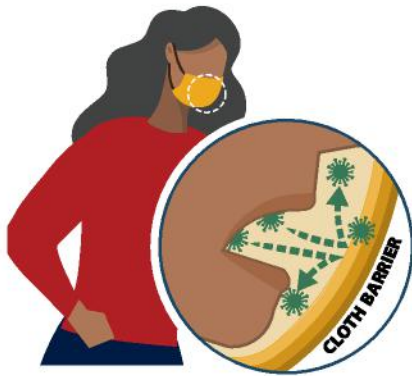
USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

cdc.gov/coronavirus
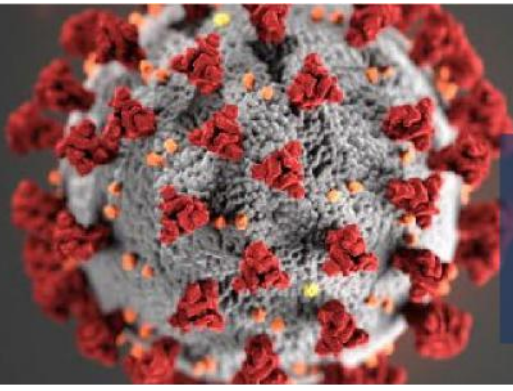
CLEANING & DISINFECTION
For Facilities After Suspected or Confirmed COVID-19 Exposure

Timing and location of cleaning and disinfection of surfaces.

At a school, daycare center, office, or other facility that **does not house people overnight:**

It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

How to clean and disinfect.

Surfaces

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation.
- Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

- Unexpired household bleach will be effective against coronaviruses when properly diluted.

   Prepare a bleach solution by mixing:
   - Five tablespoons (1/3 cup) bleach per gallon of water, or
   - Four teaspoons bleach per quart of water.

Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Soft Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products with the EPA-approved emerging viral pathogens claims **that are suitable for porous surfaces.**

MDHHS
Michigan Department of Health & Human Services

SEOC TA 8648486 03/20/2020

Linens, Clothing, and Other Items That Go in the Laundry

- **Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.**
- **Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.**
- **Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.**

Personal protective equipment (PPE) and hand hygiene considerations.

Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- **Gloves and gowns should be compatible with the disinfectant products being used.**
- **Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.**
- **Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.**
- **Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.**
- **Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.**

Cleaning staff and others should clean hands often.

Clean hands often including immediately after removing gloves and after contact with an ill person, by washing hands with soap and warm water for 20 seconds. If soap and warm water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and warm water.

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth. Additional key times to clean hands include:

- **After blowing one's nose, coughing, or sneezing**
- **After using the restroom**
- **Before eating or preparing food**
- **After contact with animals or pets**
- **Before and after providing routine care for another person who needs assistance (e.g., a child)**