

Considerations For Re-Opening Your Business Amid COVID-19



Western Upper Peninsula
Health Department

Background:

The information in this Toolkit is based on what is currently known about novel Coronavirus, the virus that causes COVID-19. The included materials contain recommendations and guidelines from the Centers for Disease Control (CDC) and are being provided as a resource help you make decisions to keep your employees, visitors, and customers safe during this pandemic.

How it Spreads:

COVID-19 is a respiratory illness that spreads from person-to-person. It spreads between people who are in close contact with one another and through respiratory droplets that are produced when an infected person talks, coughs or sneezes.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is why proper handwashing or use of alcohol-based hand sanitizers is so important.

People infected with COVID-19 may become severely ill while others exhibit no symptoms. Infection rates show that the virus is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza.

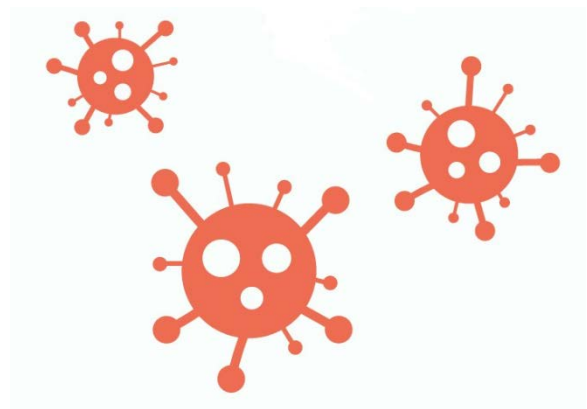
Symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever of 100.4 or higher
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell



How a COVID-19 Outbreak Will Affect Workplaces:

Similar to influenza viruses, SARS-CoV-2, the virus that causes COVID-19, has the potential to cause extensive outbreaks. Under conditions associated with widespread person-to-person spread, multiple areas of the United States and other countries may see impacts at the same time. In the absence of a vaccine, an outbreak may be an extended event.

As a result, workplaces may experience:

Absenteeism: Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure. Determine how you will operate if absenteeism spikes.

- Plan to monitor and respond to absenteeism at the workplace.
- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Change in patterns of commerce: Consumer demand for items related to infection prevention (e.g., respirators) is likely to increase significantly, while consumer interest in other goods may decline. Consumers may also change shopping patterns because of a COVID-19 outbreak. Consumers may try to shop at off-peak hours to reduce contact with other people, show increased interest in home delivery services, or prefer other options, such as drive-through service, to reduce person-to-person contact.

Interrupted Supply & Delivery: Assess your essential functions and the reliance that others and the community have on your services or products.

- Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
- Identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable. Shipments of items from geographic areas severely affected by COVID-19 may be delayed or cancelled with or without notification.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

Practices to Implement for Employees to Return to Work during COVID-19

Just as you're working to navigate business operations under a 'modified normal,' employees returning to work after layoffs or closure orders will feel the same uncertainty and will need guidance about work rules during the current pandemic. Based on what we currently know about COVID-19, the practices listed below are Public Health recommendations for businesses to implement to protect the health and safety of employees.

Examine & Modify Sick Leave Policies: Consider implementing flexible sick leave and supportive policies and practices. Employers that do not currently offer sick leave to some or all of their employees may want to draft non-punitive "emergency sick leave" policies. Review policies related to human resources to ensure policies are consistent with state and federal workplace laws along with following public health guidelines. Employers should not require a COVID-19 result before returning to work.

Personal Protective Equipment (PPE): Employees should wear a face mask if they are in contact with the public or within 6 feet of another co-worker. Employers can decide to purchase face masks/coverings or approve homemade facemasks/coverings for employees.

Social Distancing: Employees should maintain 6 feet and practice social distancing as work duties permit in the workplace. Think about flexible worksites (telehealth), staggering shifts, increasing the physical distance between employees and worksite along with employees and customers (drive thru's, curbside, delivery, pick-up, etc.), or delivering services remotely through phone, web, or video chat. Provide services by appointment. Establish staggered lunch and break times for staff.

Handling Money: Encourage customers to use touchless payment options when available. Minimizing handling cash, credit cards, reward cards, and mobile devices when possible. When exchanging paper and coin money: do not touch the face, nose, or eyes, ask customers to place cash on the counter, place money on the counter when providing change back to the customer. Wipe down the counter between customers at checkout.

Education & Training: Educate employees on proper coughing and sneezing etiquette, hand washing practices, and noncontact methods of greeting. Place hand washing posters in common workplace areas and bathrooms. Train employees on when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE. Provide instruction on what to do if an employee develops symptoms. And finally, educate workers on performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.

Supplies: Consider having the following supplies on hand for employees and/or customers: soap, alcohol based hand sanitizer, tissues, thermometers, plexi-glass to separate employees between the public when using service counters, signage encouraging social distancing (X's on floor, no more than 1 person at a time, etc.) and no touch receptacles.

Share your response plans and clearly communicate expectations: It is important to let employees know plans and expectations if a COVID-19 outbreak occurs in communities where you have a workplace.

Tips to Protect Employee Health

Healthy employees are crucial to your business. Here are 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.

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
- Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace
- Connect employees to employee assistance program (EAP) resources (if available) and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with the death of a loved one.

Employers that do not currently offer sick leave to some or all of their employees may want to draft non-punitive "emergency sick leave" policies. Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.



Have conversations with employees if they express concerns about personal health.

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

By using strategies that help prevent the spread of COVID-19 in the workplace, you will help protect all employees, including those at higher

risk. These strategies include:

- Implementing telework and other social distancing practices
- Actively encouraging employees to stay home when sick
- Promoting handwashing
- Providing supplies and appropriate personal protective equipment (PPE) for cleaning and disinfecting workspaces

In workplaces where it's not possible to eliminate face-to-face contact (such as retail), consider assigning higher risk employees work tasks that allow them to maintain a 6-foot distance from others, if feasible.

Employers should not require employees to provide a note from their healthcare provider when they are sick and instead allow them to inform their supervisors or employee health services when they have conditions that put them at higher risk for diseases.



Promote etiquette for coughing, sneezing & handwashing

Make sure these tools are available for employees, customers, and workplace visitors.

- Provide tissues and no-touch disposal receptacles.
- Provide soap and water in the workplace. If soap and water are not readily available, 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. Ensure that adequate supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Display posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.



Implement practices to minimize face-to-face contact between employees

Consider establishing policies and practices for social distancing.

Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible (e.g., breakrooms and cafeterias). Strategies that business could use include:

- Implementing flexible worksites (e.g., telework)
- Implementing flexible work hours (e.g., staggered shifts)
- Increasing physical space between employees at the worksite
- Increasing physical space between employees and customers (e.g., drive through, partitions)
- Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
- Downsizing operations
- Delivering services remotely (e.g. phone, video, or web)
- Delivering products through curbside pick-up or delivery



Perform routine environmental cleaning

Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs.

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

For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-Cov-2, the cause of COVID-19, and are appropriate for the surface.



Evaluate the need for travel and explore alternatives

Consider whether travel is necessary and use teleconferencing and video conferencing for meetings, when possible.

Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person. If work gatherings must occur, hold meetings in open, well-ventilated spaces.

- Advise employees to monitor themselves for symptoms of COVID-19 before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow company policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country.
- If travel is necessary, check CDC's Travelers' Health section for the latest guidance and recommendations.



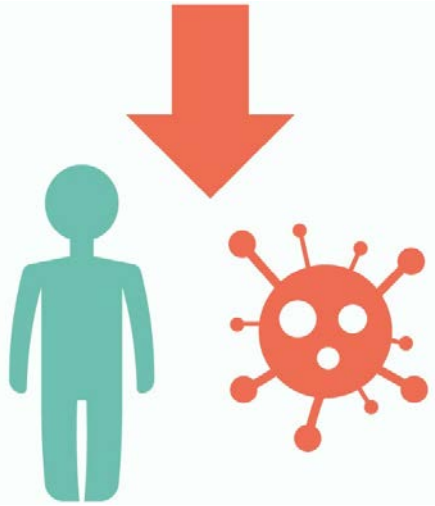
Provide education and training materials

Use materials that are easy to understand format and will draw attention, like infographics, fact sheets and posters. Several examples are included in this toolkit.



Implement Workplace Controls to keep Employees Safe

Review Engineering and Administrative Controls you can easily put in place to protect employees. Provide face coverings for employees and consider requiring them for visitors.



Consider introducing a health screenings for employees, visitors/clients, and vendors that may visit your facility.

The screening tool can be written or verbal and you will be relying on the honesty of those completing the screening. Discuss with HR or your legal team how you'll handle issues such as the storage of screening records and how to respond to those who refuse screening.

A sample employee screening form is included in this toolkit.



If an employee becomes sick while at work

The individual should be separated from other employees, customers, and visitors and sent home immediately. Employees who develop symptoms outside of work should notify their supervisor and stay home.

In most cases, you do not need to shut down your facility. But do close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

Follow the CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Sick employees should follow CDC-recommended steps for what to do if sick with COVID-19. Employees should not return to work until they have met the criteria to discontinue home isolation (see attached flowchart) and have consulted with a healthcare provider and state or local health department.

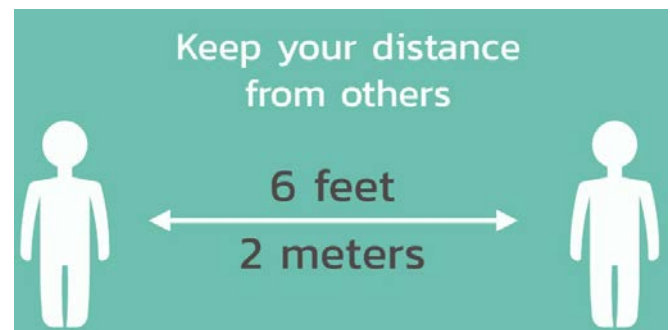
Employers should not require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Follow CDC guidelines for cleaning and disinfecting areas the sick employee visited.

Workplace Controls to Prevent Illness

Engineering Controls: Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls for Coronavirus include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.
- Installing a drive-through window for customer service.

Administrative Controls: Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for COVID-19 include:



- **Encouraging sick workers to stay at home.** Employees who have symptoms of acute respiratory illness (recent onset of symptoms), are recommended to stay home and not report to work until the following criteria are met:
 1. They are free of fever (100.4° F or greater using an oral thermometer) for at least 72 hours **without** the use of fever reducing medications.
AND
 2. Other symptoms have improved (ex. Cough, shortness of breath, muscle pain, headaches)
AND
 3. At least 10 days have passed since their symptoms first appeared
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.

- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Safe Work Practices: Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2 include:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Post handwashing signs in restrooms.

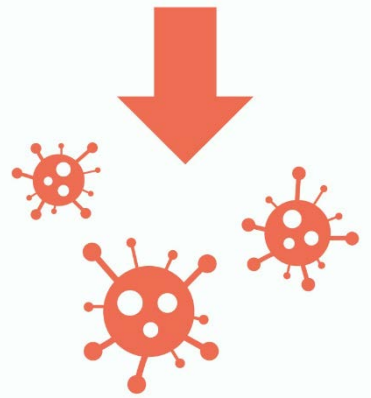


Personal Protective Equipment (PPE): While engineering and administrative controls are considered more effective in minimizing exposure to Coronavirus, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the OSHA and CDC websites regularly for updates about recommended PPE. All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators)
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Reducing the Spread of COVID-19 in Workplaces Q & A



What is social distancing and how can my workplace do that?

Social distancing means avoiding large gatherings and maintaining distance (at least 6 feet or 2 meters) from others when possible. Social distancing strategies should consider employee-to-employee interactions and employee-to-customer interactions. Strategies that businesses could use include:

- Allowing flexible worksites (such as telework)
- Allowing flexible work hours (such as staggered shifts)
- Remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees
- Increasing physical space between employees at the worksite
- Increasing physical space between employees and customers (such as partitions)
- Implementing flexible meeting and travel options (postponing non-essential meetings or events)
- Downsizing operations
- Delivering services remotely (e.g., phone, video, or web)
- Delivering products through curbside pick-up or delivery

How do I keep employees who interact with customers safe?

To keep your employees safe, you should:

- Consider options to increase physical space between employees and customers such as opening a drive-through, erecting partitions, and marking floors to guide spacing at least six feet apart.
- Use every other checkout lane to aid in distancing
- At least once a day clean and disinfect surfaces frequently touched by multiple people. This includes door handles, desks, phones, light switches, and faucets,
- Consider assigning a person to rotate throughout the workplace to clean and disinfect surfaces.
- Consider scheduling handwashing breaks so employees can wash their hands with soap and water for at least 20 seconds. Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Consider scheduling a relief person to give cashiers and service desk workers an opportunity to wash their hands.

Do my employees need to wear facemasks or other personal protective equipment (PPE) to protect themselves while working?

CDC recommends [wearing cloth face coverings](#) in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community transmission. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others. These face coverings are not surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required.

Employees should continue to follow their routine policies and procedures for PPE (if any) that they would ordinarily use for their job tasks. When cleaning and disinfecting, employees should always wear gloves and gowns appropriate for the chemicals being used. Additional personal protective equipment (PPE) may be needed based on setting and product.

CDC does not recommend the use of PPE in workplaces where it is not routinely recommended. Facilities can use the [hierarchy of controls](#), such as administrative, and engineering controls – these strategies are even more effective at preventing exposures than wearing PPE.

How often should my employees wash their hands while at work?

CDC recommends employees protect themselves from respiratory illness with everyday preventive actions, including good [hand hygiene](#). Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available, especially during key times when persons are likely to be infected by or spread germs:

- After blowing one's nose, coughing, or sneezing
- Before, during, and after preparing food
- After using the toilet
- After touching garbage
- Before and after the work shift
- Before and after work breaks
- After touching objects that have been handled by customers



Should we be Screening Employees for COVID-19 Symptoms? What is the best way to do this (temperature checks, screening questions)?

Screening employees is an optional strategy that employers may use to help reduce the spread of COVID-19 in the workplace. Employers may rely on employee self-monitoring and reporting of symptoms or implement an in-person screening protocol, such as employee temperature screening when reporting to work.

If implementing screening that requires interactions between employees, there are several methods that employers can use to protect the employee conducting the temperature screening. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others), or physical barriers to eliminate or minimize the screener's exposures due to close contact with a person who has symptoms during screening. Examples to consider that incorporate these types of controls for temperature screening include:

- **Reliance on Social Distancing:** Ask employees to take their own temperature either before coming to the workplace or upon arrival at the workplace. Upon their arrival, stand at least 6 feet away from the employee and:
 - Ask the employee to confirm that their temperature is less than 100.4o F (38.0o C), and confirm that they are not experiencing coughing or shortness of breath.
 - Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue.
 - Screening staff do not need to wear personal protective equipment (PPE) if they can maintain a distance of 6 feet.
- **Reliance on Barrier/Partition Controls:** During screening, the screener stands behind a physical barrier, such as a glass or plastic window or partition, that can protect the screener's face and mucous membranes from respiratory droplets that may be produced when the employee sneezes, coughs, or talks. Upon arrival, the screener should wash hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol. Then:
 - Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue.
 - Conduct temperature and symptom screening using this protocol:
 - Put on disposable gloves.
 - Check the employee's temperature, reaching around the partition or through the window. Make sure the screener's face stays behind the barrier at all times during the screening.
 - **If performing a temperature check on multiple individuals, make sure that you use a clean pair of gloves for each employee and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and you did not have physical contact with an individual, you do not need to change gloves before the next check. If non-contact thermometers are used, clean and disinfect them according to manufacturer's instructions and facility policies.
 - Remove and discard PPE (gloves), and wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.

If social distance or barrier controls cannot be implemented during screening, PPE can be used when the screener is within 6 feet of an employee during screening. However, reliance on PPE alone is a less effective control and more difficult to implement given PPE shortages and training requirements.

- **Reliance on Personal Protective Equipment (PPE):** Upon arrival, the screener should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with an employee is anticipated. Then:
 - Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue, and confirm that the employee is not experiencing coughing or shortness of breath.
 - Take the employee's temperature.
 - **If performing a temperature check on multiple individuals, make sure that you use a clean pair of gloves for each employee and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and you did not have physical contact with an individual, you do not need to change gloves before the next check. If non-contact thermometers are used, you should clean and disinfect them according to manufacturer's instructions and facility policies.
 - After each screening, remove and discard PPE and wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

How do I clean and disinfect machinery and equipment?

Current evidence, though still preliminary, suggests that SARS-CoV-2, the virus that causes COVID-19, may remain viable for hours to days on surfaces made from a variety of materials. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

If the machinery or equipment in question are not accessible to employees or have not been in contact with someone infected with COVID-19, they will not present an exposure hazard.

If machinery or equipment are thought to be contaminated and can be cleaned, follow the [CDC cleaning and disinfection recommendations](#). First clean dirty surfaces with soap and water. Second, disinfect surfaces using products that meet EPA's criteria for use against SARS-Cov-2 and are appropriate for the surface.

If machinery or equipment are thought to be contaminated and **cannot** be cleaned, they can be isolated. Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of 7 days before handling.

Coronavirus Disease (COVID-19) Workplace Health Screening Tool

Since your last day of work, have you had any of the following:

- | | | |
|---|------------------------------|-----------------------------|
| A new fever (100.4°F or higher), or a sense of having a fever? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chills or repeated shaking with chills? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A new cough that you cannot attribute to another health condition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Headaches that you cannot attribute to another health condition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Shortness of breath that you cannot attribute to another health condition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A sore throat that you cannot attribute to another health condition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New loss of taste or smell? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4°F or higher, do not report to work. Self-isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms

Since your last day of work:

Have you traveled outside the U.P. (or a border county of Wisconsin)? ☐ Yes ☐ No

If yes, you must discuss your travel and activity with your supervisor before reporting to work.

Have you had close contact with a confirmed/probable COVID-19 case? ☐ Yes ☐ No

If “yes” do not report to work. Quarantine at home for 14 days.

Employee Name: _____

Date: _____

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 7 days after you were
tested or developed symptoms.

After staying home for 7 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.

GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION.

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit **CORONAVIRUS.GOV**



MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.

The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.

Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

**Hard and non-porous materials
like glass, metal, or plastic.**

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

**Soft and porous materials like carpet,
rugs, or material in seating areas.**

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.



Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

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 cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

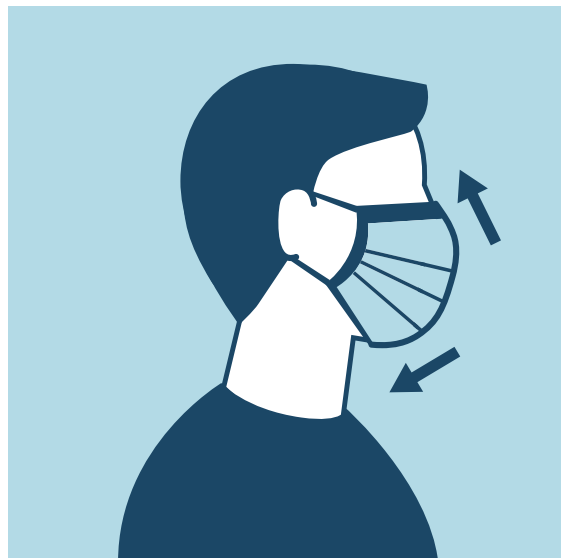
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

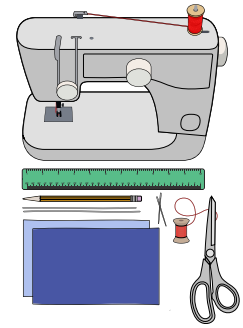


cdc.gov/coronavirus

Sewn Cloth Face Covering

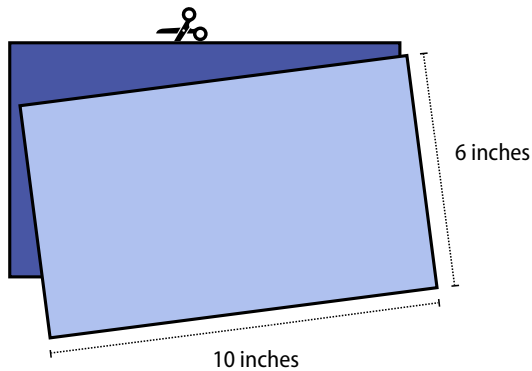
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

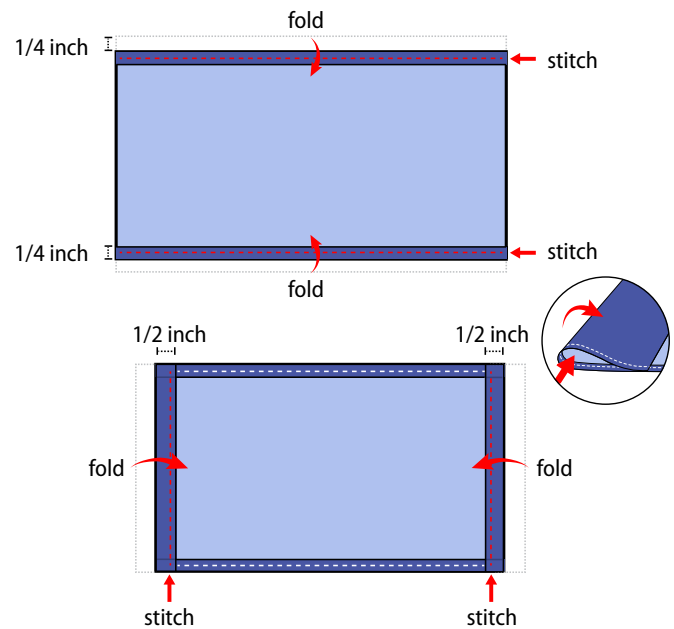


Tutorial

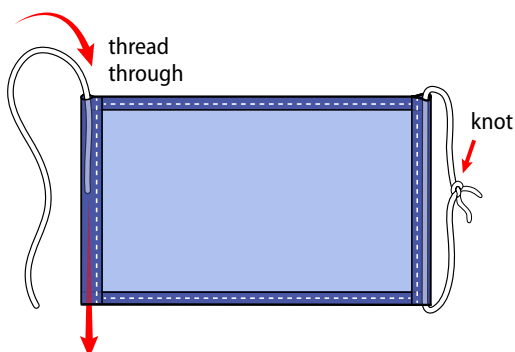
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



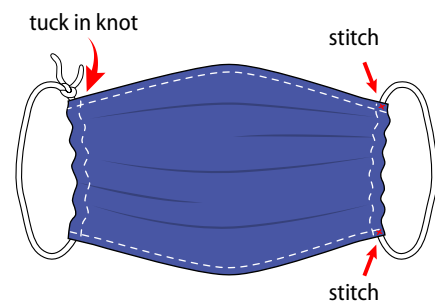
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

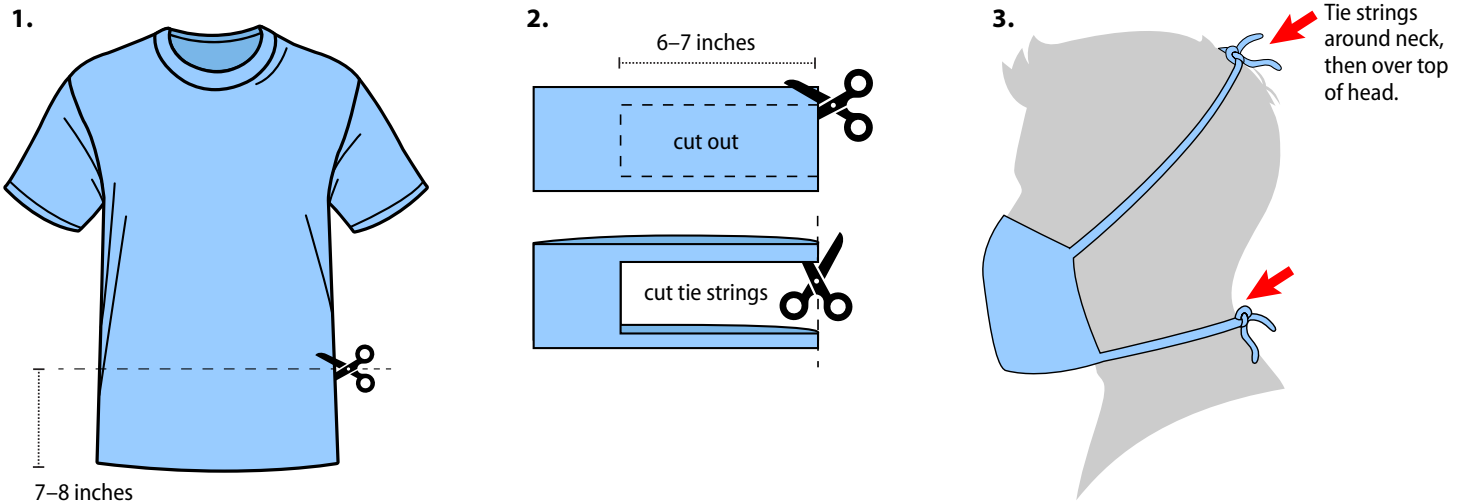


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

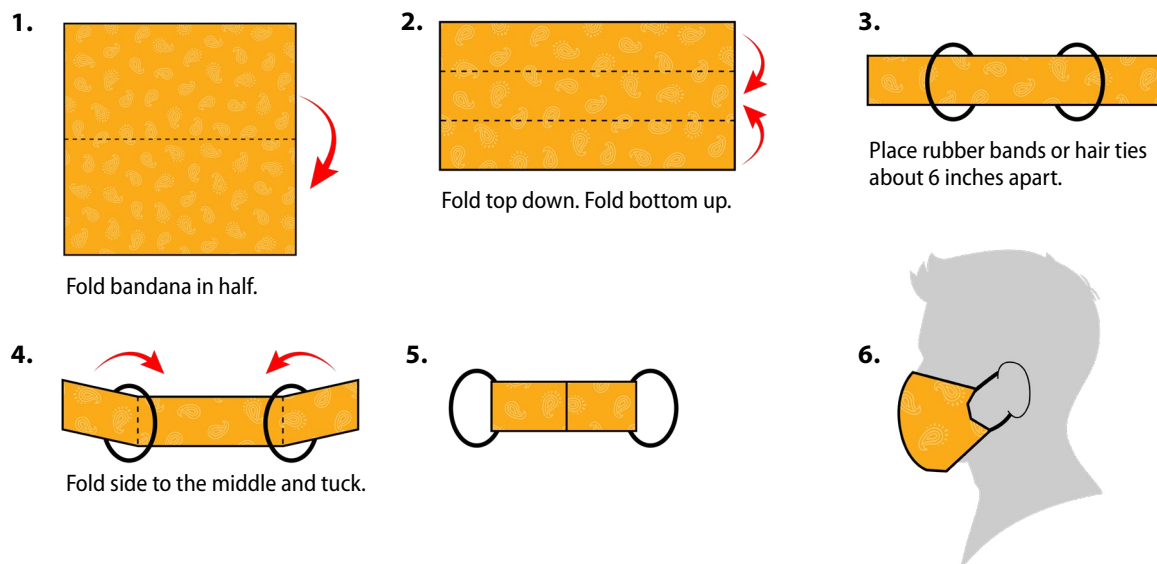


Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

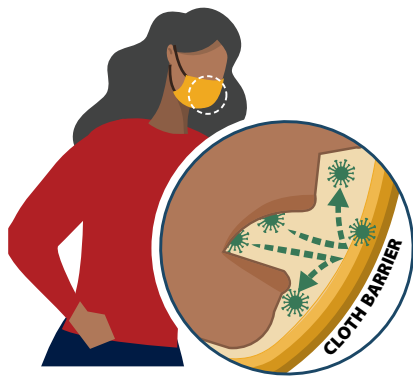
Tutorial



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](https://www.cdc.gov/coronavirus)

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



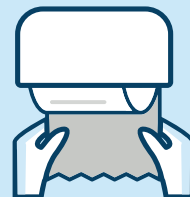
Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

Handwashing and Hand Sanitizer Use

at Home, at Play, and Out and About



Germes are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don't kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and *Clostridium difficile*, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

When should I use?

Soap and Water

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

Alcohol-Based Hand Sanitizer

- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

* Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

How should I use?

Soap and Water

- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.



Alcohol-Based Hand Sanitizer

Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

Note: Do not rinse or wipe off the hand sanitizer before it's dry; it may not work as well against germs.



For more information, visit the CDC handwashing website, www.cdc.gov/handwashing.

Face Covering Required for Entry





If you are experiencing any of the following symptoms:

Fever  Shortness of Breath  Cough

Or at least 2 of the following:

 Chills or Repeated Shaking with Chills 

Muscle Aches  Headaches  Sore Throat

 Loss of Taste or Smell 

You are Prohibited from
Entering this Facility.