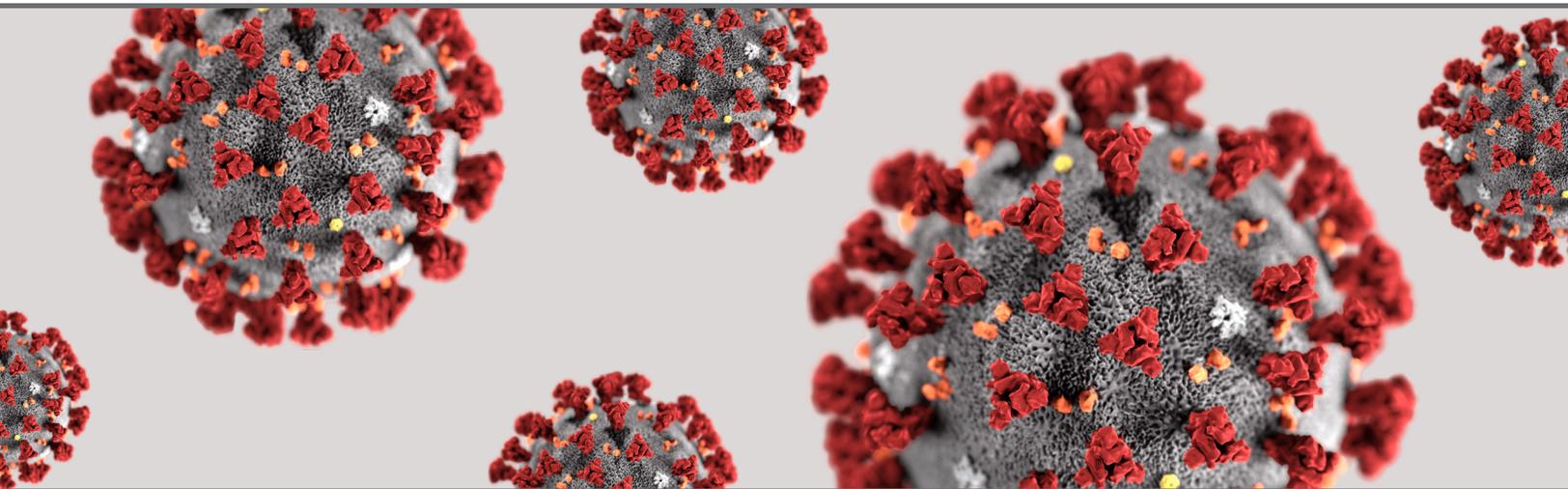
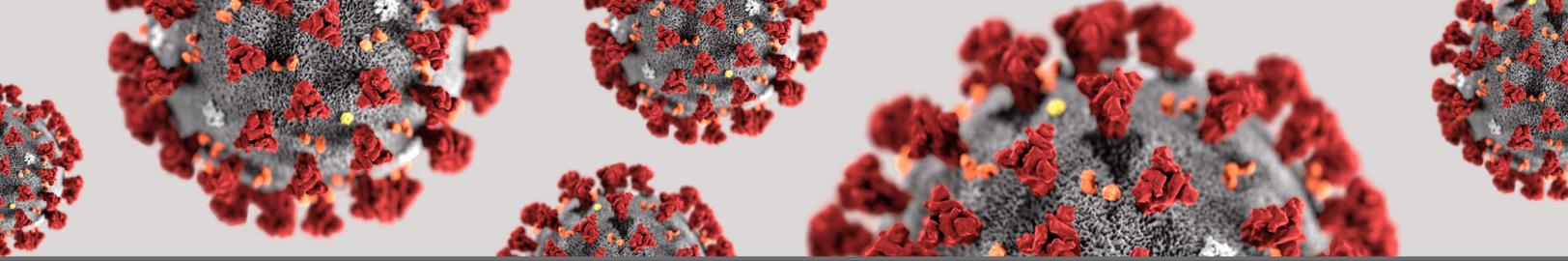


COVID-19 WORKPLACE TOOLKIT



A guide to re-engaging or expanding current services to ensure
the safety of employees and the public



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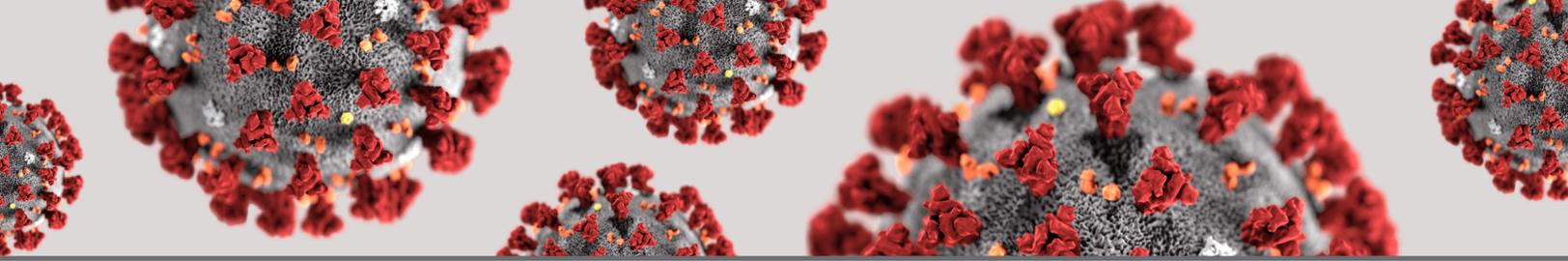
- MI Safe Start Plan
- Business Best Practices

Website Links

- Mid-Michigan District Health Department (MMDHD)
- Michigan Department of Health and Human Services (MDHHS)
- Centers for Disease Control and Prevention (CDC)

Handouts

- Guide for Reopening Business
- Guidance for Cleaning and Disinfecting
- Understanding COVID-19 Precautions
- MDHHS- When is it Safe to Leave home?
- MDHHS- COVID-19 Testing Process
- Frequently Asked Questions: Face Coverings
- How to Wear a Mask
- SIGN: Face Masks Must Be Worn in Building
- SIGN: Germs Are All Around You
- SIGN: Employer Poster-Feeling Sick?
- How to Protect Yourself and Others
- SIGN: Stop the Spread of Germs
- SIGN: Wash Your Hands



WHY MUST BUSINESS RESPOND TO COVID-19?

COVID-19 is a grave threat to health

In only a matter of months COVID-19 has become the leading cause of death in the United States. Business must respond to this challenge, because wherever people mingle the disease can spread. Just trying to "return to normal" will not work. We have already seen numerous examples of people abandoning businesses they think are affected by COVID-19, and employees leaving workplaces they think are unsafe.

Employers must take precautions because it is likely people with the disease will enter your workplace

We now know that more than 25% of COVID-19 cases are spread by people without symptoms. A similar percentage of time COVID tests fail to detect the fact that someone is sick. Therefore, the precautions described here make the assumption that no matter how good your screening is, you still must assume people at work could be sick. Precautions like social distancing, using personal protective equipment and sanitation reduce the chance that someone with COVID will spread the disease before they are detected.

Liability

If an employer knows there is a risk to the safety of their employees or customers and does nothing to prevent it, they could be liable for negligence.

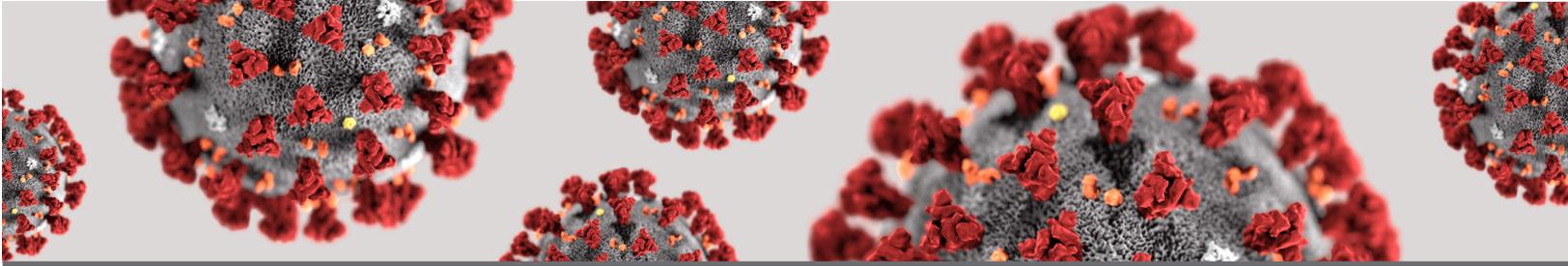
The purpose of this guide is to make it as easy as possible to do the right thing. It includes simple checklists that make it simple to document you are following all the recommended practices. This means if someone gets sick you can rest assured you did what you could to avoid that.

If you have questions about the information in this packet, please contact the Mid-Michigan District Health Department:

→ Visit our website: www.mmdhd.org

→ Call our office:

Clinton County: 989-224-2195 Gratiot County: 989-875-3681 Montcalm County: 989-831-5237



COVID-19 WORKPLACE CHECKLIST

Mid-Michigan businesses and other organizations may need this guidance to “reopen” or expand current services. Under the recent guidance, Mid-Michigan District Health Department strongly encourages businesses and entities to take the following actions to ensure the safety of employees and customers. This guidance covers universal screening, social distancing practices, and what to do if an employee gets sick. This is basic guidance. The Governor’s Office along with the Michigan Economic Recovery Council ([MERC](#)) and industry associations may provide additional, more detailed, and industry-specific guidance.

Provide COVID-19 training to staff

Document that every employee was trained. Documentation enables you to prove you discharged your responsibility to keep employees and customers safe.

Training should, at a minimum, include a statement about the seriousness of COVID-19, plus the items in this packet.

Provide employees with clear communication of new processes and expectations.

[Business and workplace guidance from the CDC](#)

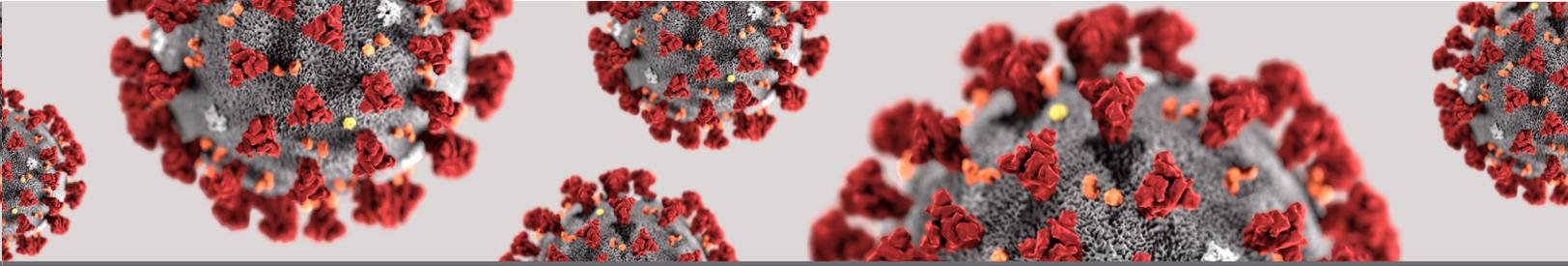
Develop facility entry and health screening protocols

Create and implement a screening plan that will work best for your facility and communicate to employees the screening process and requirements in advance of implementation.

Determine where and how this screening will take place. You can use the form in this packet to record answers or employees can do it themselves. The important thing is to document screening to show you followed the best practices to protect employee safety and health.

You are not required to record employee temperature results, but we recommend it as it helps identify early onset. If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature of 100.4°F (recently lowered) or above.

Advise vulnerable workers and people with underlying health conditions of their right to continue to quarantine and to apply for [Unemployment Insurance Benefits](#) instead of returning to work.



For information regarding vulnerable groups and underlying health conditions, refer to [this guidance](#).

Arrange for staff to answer these questions when they report for work for each shift:

1. Do you have symptoms of fever, chills, cough, shortness of breath, sore throat, loss of smell or taste, muscle aches or diarrhea?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you traveled internationally or taken a cruise in the last 14 days? If so, refer to [this guidance](#).

If an employee answers YES to any of the screening questions:

Send the employee home immediately. The employee should self-isolate/self-quarantine at home until the following is completed:

1. Call a medical provider to be evaluated. If diagnosed as a probable COVID-19 or test positive they should call their local health department and make them aware of their diagnosis or testing status.
2. If symptoms are present, a minimum of 10 days must pass since symptoms first appeared before they can return to work, plus they must have 3 days without fevers and improvement in respiratory symptoms.
3. The employee should isolate for 14 days if they had close contact with an individual diagnosed with COVID-19.
4. Isolate for 14 days following international or domestic travel via airplane.

CLOSE CONTACT: Someone has had a “close contact” with an individual with COVID-19 if they were within 6 feet of the ill person for longer than 10 minutes while the ill person had symptoms (fever, cough, difficulty breathing) of COVID-19.

QUARANTINE: This is for individuals who have been exposed to COVID-19 but are not sick. Quarantine lasts for 14 days. Individuals who are quarantined should not leave their home. Critical infrastructure and healthcare employees do not need to be in quarantine, even after exposure.

ISOLATION: This is for individuals who have tested positive or are suspected to be sick with COVID-19. Individuals in isolation should not leave their home and should avoid all members of their household. Isolation lasts for 7 days since the onset of symptoms and they are now 3 days fever-free (lower than 100.4°F) without medicine.

Note: The 14 day quarantine period does not apply to hospitals, healthcare facilities, EMS, other organizations that employ healthcare workers in the inpatient or outpatient setting, all providers and support staff involved in patient care, and public health staffing actively involved in the COVID-19 response (local or state).

COVID-19 WORKPLACE HEALTH SCREENING

Company Name: _____

Employee: _____ Date: _____

Time In: _____

In the last 14 days, have you had any of these symptoms develop or worsen with no other known cause:

Fever or felt feverish:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>If you answer "yes" to any of these symptoms, or your temperature is 100.4°F or higher (100° if working as a health care provider), do not go into work. Self-isolate (stay) at home and contact your health care provider for direction.</p> <p>You should self-isolate (stay) at home as directed by your health care provider or health department. This is typically for 10 days after your symptoms started and after you have gone 3 days without a fever and 3 days with improving respiratory symptoms.</p>
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Shortness of breath:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
New loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Current Temperature:			

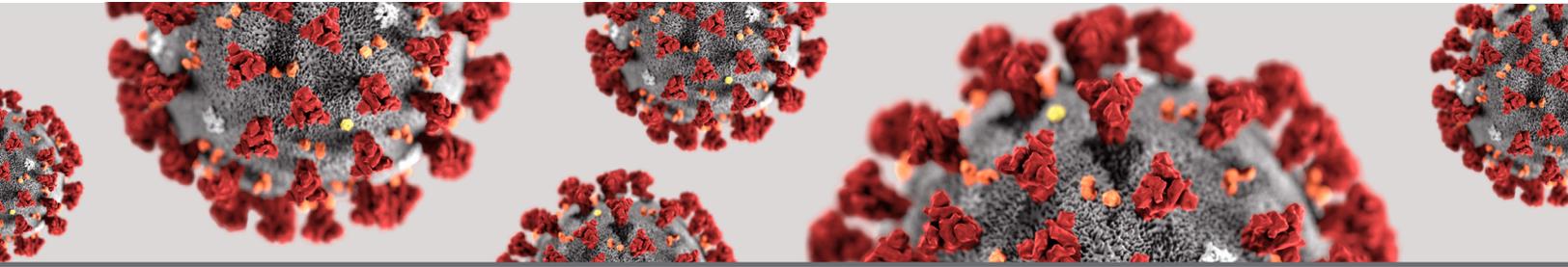
If you are diagnosed as a probable COVID-19 or test positive you should call your local health department and make them aware of the diagnosis or testing status.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traveled internationally or taken a cruise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer "yes" to either of these questions, do not go into work. Self-quarantine at home for 14 days or as directed by the health department.

For questions, visit www.mmdhd.org or contact Mid-Michigan District Health Department at:
 Clinton County: 989-224-2195 Gratiot County: 989-875-3681 Montcalm County: 989-831-5237.



Limit access to your facilities

The best way to keep employees and customers from getting sick is to keep them from mingling with each other.

- Allow everyone who can do so to work from home.
- Keep non-essential employees out of the building by finding alternative ways for them to contribute.
- Stagger shift-starting times so employees do not arrive at the same time.
- Use the fewest possible people on production lines.
- Limit the number of customers allowed in the building at one time. Consider shifting to an appointment-based system for customer contact.
- Consider having customers wait in their cars to be buzzed in. Apps are available for this.
- Deliver products to customers or deliver curbside rather than having them come in the building.
- Post a sign letting employees and customers know that they should not enter the building if they have a fever, cough or any signs of illness.

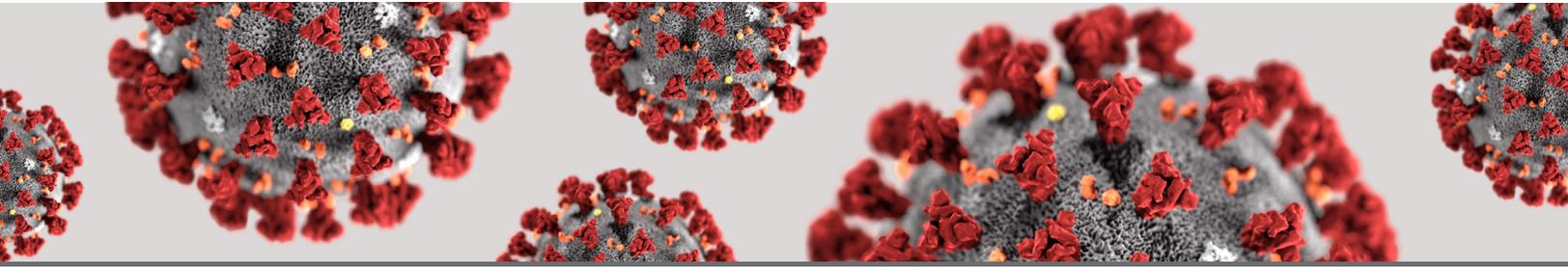
For additional guidance, refer to [MI Safe Start Plan](#).

Determine personal protective equipment (PPE) needs for your facility

Require facial coverings for all employees and customers except those alone in offices. Some people cannot tolerate facial coverings for medical reasons or suffer low oxygen levels and are exempted.

- Appropriate facial coverings include homemade cloth masks, bandannas, or a scarves. Surgical masks can be worn once there is not a shortage for health care workers.
- Post signs outside your building, notifying people that masks must be worn and provide masks, if you can afford it, so customers and employees are not discouraged.
- Train employees how to correctly wear face coverings and how to properly put them on and take them off. Workers in high-risk fields, like law enforcement should consider other PPE like face shields or gloves.
- Dirty face coverings could be a source of germs and infection. Your face covering should be washed and dried routinely, depending on the frequency of use. Use a bag or bin to store cloth face coverings until they can be laundered. Use the appropriate washer and dryer settings and detergents for the materials your face covering is made of. The cloth face covering should be washed right away if you were around someone with COVID-19 or if the covering is visibly dirty. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Over time, washing and drying your cloth face covering will decrease its ability to filter out particles from your breath (Neupane, et al, 2019). Consider replacing your cloth face covering after four or five washes.

[How to Wear a Face Covering](#)



Develop and implement a spacial distancing plan

Determine how you will maintain six feet of distance between people. This six foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business.

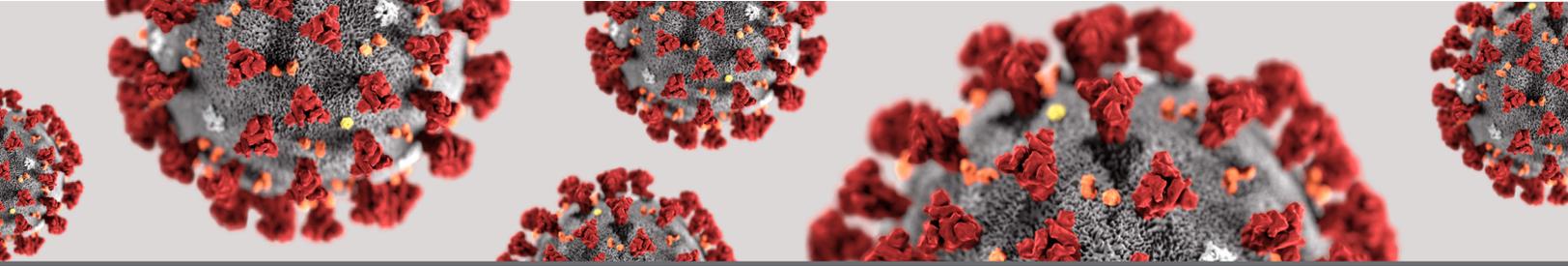
Options include:

- Post signs at your entrance reminding people to keep six feet apart.
- Implement guidance and physical barriers to keep people apart. Consider ropes, arrows showing people where to walk, indicators about where to stand, etc.
- Modify layout of break rooms to reduce number of tables or number of chairs per table.
- Eliminate self-serve stations in cafeterias.
- Avoid face-to-face meetings or limit them to the fewest number of people possible.
- Whenever possible communicate by phone, email, text, etc.

Develop and implement sanitation and hygiene practices

- Clean and disinfect high touch surfaces. This includes cafeterias, door handles, restrooms, shared spaces, keyboards, point of sale equipment, among other frequently touched surfaces.
- Establish and follow a regular schedule of disinfecting and keep records.
- Make cleaning supplies available to employees.
- Ensure supplies are frequently replenished.
- Make cleaning supplies easily accessible, such as around entrances, workstations, and around the facility.
- Use EPA registered disinfectants or a solution of diluted chlorine (four teaspoons per quart of water) if appropriate for the surface.
- Set up portable hand-washing stations or provide alcohol-based hand sanitizer. Ask employees to wash or disinfect frequently.
- Train workers in proper hygiene practices (proper hand washing, hygiene etiquette, avoid touching face, etc.)
- Remind workers to avoid touching common objects, like light switches, doors, microwaves and vending machines with dirty hands. If you must touch these objects, make sure your hands are clean.
- Encourage employees to report safety and health concerns to the employer.
- Stores should encourage customers to make non-cash payments.
- Retail stores should provide hand sanitizer or sanitizing wipes at entrances and exits.

[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes \(CDC\)](#)



Plan for positives

Establish a response plan for employees going home sick and/or confirmed cases. This could include:

- Sending symptomatic employees home and temporarily closing appropriate locations in building for deep cleaning.

Notify the Mid-Michigan District Health Department (or your local health department) when you send an employee home with symptoms by calling 989-831-5237. They will help by determining whether it is a case of COVID-19, identifying all the contacts of the sick person and educating them about what to do.

Notify employees who had close contact with someone who became ill or tested positive.

Provide documentation of positive or probable cases to appropriate parties. This could include labor unions, health services, health insurance. Record confirmed cases using [OSHA guidance](#).

Determine travel restrictions

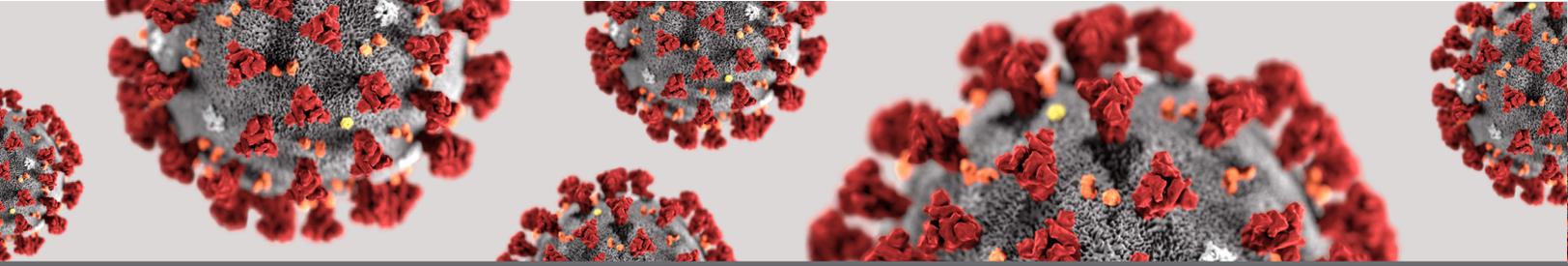
Restrict travel by employees to the extent possible. A good rule of thumb is to not travel out of state, not share vehicles and avoid air travel.

Consider asking employees who travel out of state to isolate for 14 days. Provide paid time off for them to do this.

Post requirements

Post signs at entrances, restrooms, and other high traffic areas on what you are requiring and expecting employees or customers to do.

- Checklists or reminders about daily employee screenings.
- Requirement to wear face coverings.
- Instructions about how to enter your buildings.



FREQUENTLY ASKED QUESTIONS ABOUT MANAGING COVID-19 IN THE WORKPLACE

What do I do when my employee shows up to work ill?

If an employee comes to work ill, or becomes ill while at work, or fails the daily health screening, they should be directed to go home immediately—even if their symptoms are mild. Direct them to contact their provider or call a testing site to get tested, if possible.

If they are having trouble breathing or cannot keep fluids down, have them contact their doctor right away.

If you need further guidance, please contact the health department.

What should I do if visitors or customers have symptoms of illness, such as coughing or sneezing?

You are not required to serve someone who is ill.

You and your employees should follow social distancing guidance and maintain at least a 6-foot distance from anyone, especially those who are having symptoms.

If someone must be closer to the customer, advise them to minimize time spent with symptomatic customers to less than 10 minutes, if possible.

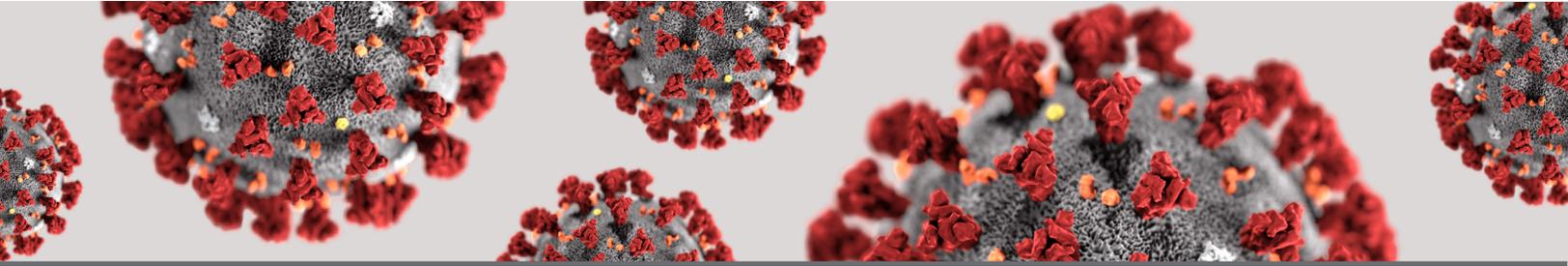
Be sure to provide the public with tissues and trash receptacles.

Have hand washing stations or a no-touch hand sanitizer dispenser near customer entrances, if possible.

One of our employees just tested positive for COVID-19. What should I do?

Instruct the employee to stay home and self-isolate. They should not return to work for at least 10 days after symptoms first started, three days after fever has resolved without the use of fever-reducing medicines, and symptoms have improved—whichever is longer.

Employees who are self isolating and do not have symptoms may work from home. Some people who have COVID-19 become very ill after one to two weeks and the reason is unknown. Therefore the health department does not advise letting people work from home while recuperating from COVID.



You should contact the local health department to ensure they know the person is positive or a probable positive. There can be delays in reporting to local health departments and they will work with you to identify who else in your business might be at risk.

If the employee had been working while ill, identify co-workers and/or individuals that the employee may have had close contact with and advise them to self-quarantine at home for 14 days. A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms. The local health department can help walk through the process of contact tracing.

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-2external icon, 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.

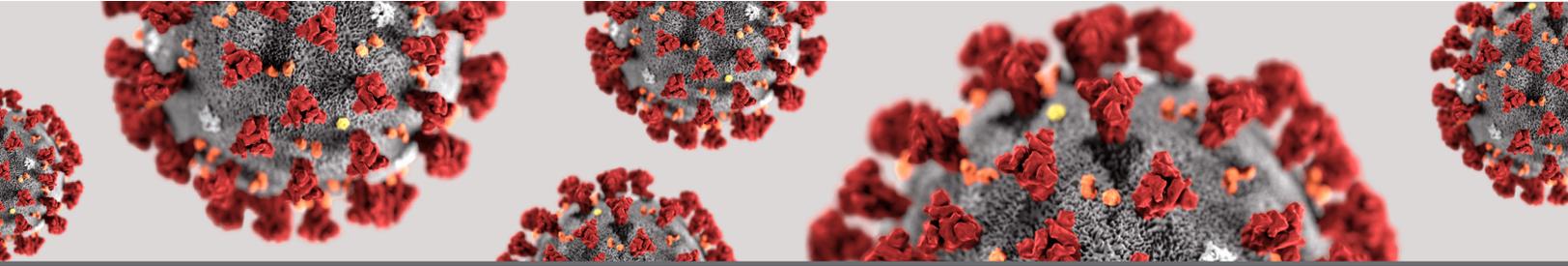
In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions:

- Most workplaces should follow the Public Health Recommendations for Community-Related Exposure.
- Critical infrastructure workplaces should follow the guidance Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

Sick employees should follow CDC-recommended steps. Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

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 \(ADA\)](#).

One of our employee's family members has a "suspected" (but unconfirmed) case of COVID-19. What should we do?



Employees who have been close contacts to a suspect or known case of COVID-19 should be in self-quarantine at home for 14 days. If they develop symptoms while in quarantine, then they should follow the return to work guidelines noted above (7 days after symptoms started and 3 days after fevers have resolved and symptoms improved, whichever is longer).

One of our employees has a “suspected” (but unconfirmed) case of COVID-19. Should I send everyone home?

You would follow all the same steps outlined above for an employee who tested positive for COVID-19. Identify co-workers and individuals that the employee may have come into close contact with while ill and advise them to self-quarantine at home for 14 days. A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms.

One of my employees has self-reported that they came into contact with someone believed to be positive for COVID-19. What should I do?

Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, then the employee should self-quarantine at home for 14 days from the date of the contact. Offer remote work if feasible.

One of our employees just found out that they were exposed to COVID-19 after interacting with a member of the public (or vendor, or contractor). What steps do I take?

Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, then the employee should self-quarantine at home for 14 days from the date of the contact. Offer remote work, if feasible. Check to see if other employees may also have had similar exposure to the ill individual. If so, they should self-quarantine at home for 14 days, as well.

When can my employee come back to work if they have been ill or had an exposure?

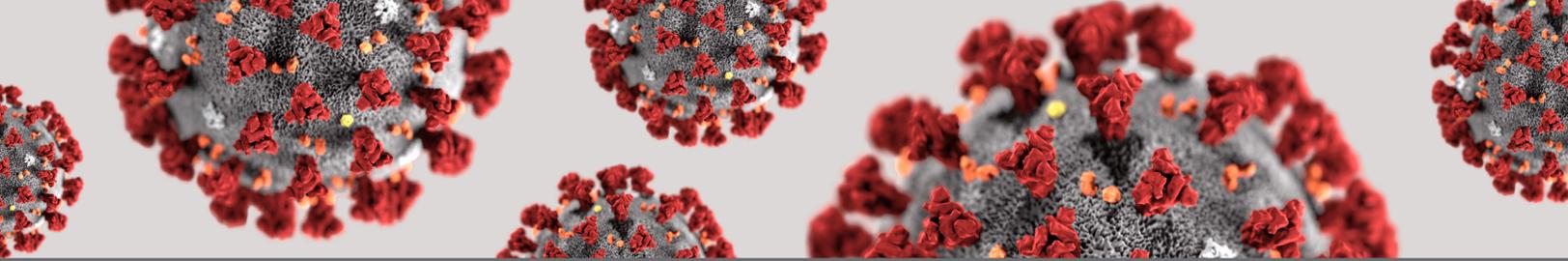
Employees who have been ill with symptoms of an upper respiratory illness* can return to work 7 days after symptoms started and 72 hours after fevers have resolved without the use of fever reducing medications and symptoms improved—whichever is longer.

* Defined as new onset of fever (subjective or temperature of $\geq 100.4^{\circ}\text{F}$ or 37.8°C) OR symptoms of possible COVID-19 (cough OR shortness of breath OR sore throat)

Employees who have been close contacts to a suspect or known case of COVID-19 should self-quarantine at home for 14 days. If they develop symptoms while in quarantine, they should follow the return-to-work guidelines noted above (7 days after symptoms started and 3 days after fevers have resolved and symptoms improved—whichever is longer).

For the most up-to-date guidance for COVID-19, including detailed instructions on self-isolation and self-quarantine, visit the following sources of official information:

- MMDHD: www.mmdhd.org
- Michigan: michigan.gov/coronavirus
- National: cdc.gov/COVID19



ADDITIONAL RESOURCES

“Return to Work” Plans

- [MI Safe Start Plan](#)
- [Business Best Practices \(COVID-19 Business Response Center\)](#)

Website links

- [Mid-Michigan District Health Department](#)
- [Michigan Department of Health and Human Services](#)
- [Centers for Disease Control and Prevention](#)

Handouts

Michigan Association of Public Health (MALPH) Prevention and Response
Guidance for Cleaning and Disinfecting
Understanding COVID-19 Precautions
Self-Isolation
When is it safe to leave home?
COVID-19 testing process
Face covering frequently asked questions
How to wear a face covering
How to wear a face covering graphic
Face covering required sign
Germs are all around you
Feeling sick?
How to protect yourself and others
Stop the spread of germs
Wash your hands poster

COVID-19 PREVENTION & RESPONSE

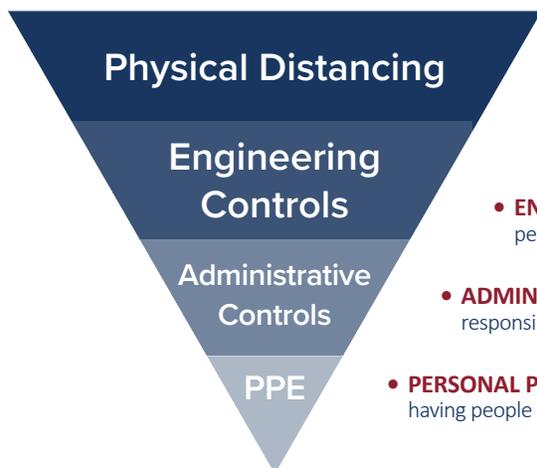
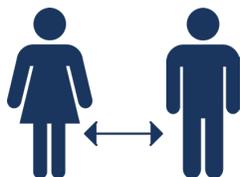


PREVENTION

Identify, Exclude, Protect



1. Identify and exclude contagious employee(s) from contact with others.
2. Exclude exposed employee(s) from contact with others.
3. Protect workers from exposure to asymptomatic or symptomatic customers or co-workers.
4. Protect customers from exposure to asymptomatic or symptomatic workers or other customers.



Conduct an Assessment

1. Who are the staff and employees at high risk?
2. Is our business participating in activities that promote transmission?
3. Does our business have existing cleaning procedures?
4. Can we quickly communicate with our employees?
5. Do we have employees and customers that need resources in multiple languages?
6. Are there locations where employees routinely congregate?
7. Do we frequently use tools or equipment shared by staff members?
8. Does our customer flow allow for social distancing?
9. Are there areas in our business that would not allow customers and or staff to distance?

- **PHYSICAL DISTANCING** wherever possible having people work or access the business from home; restructure responsibilities to minimize the numbers of workers that need to be physically present.

- **ENGINEERING CONTROLS** creating physical barriers between people, such as plexiglass dividers or taping off seating.

- **ADMINISTRATIVE CONTROLS** redistributing responsibilities to reduce contact between individuals.

- **PERSONAL PROTECTIVE EQUIPMENT (PPE)** having people wear nonmedical cloth face coverings.

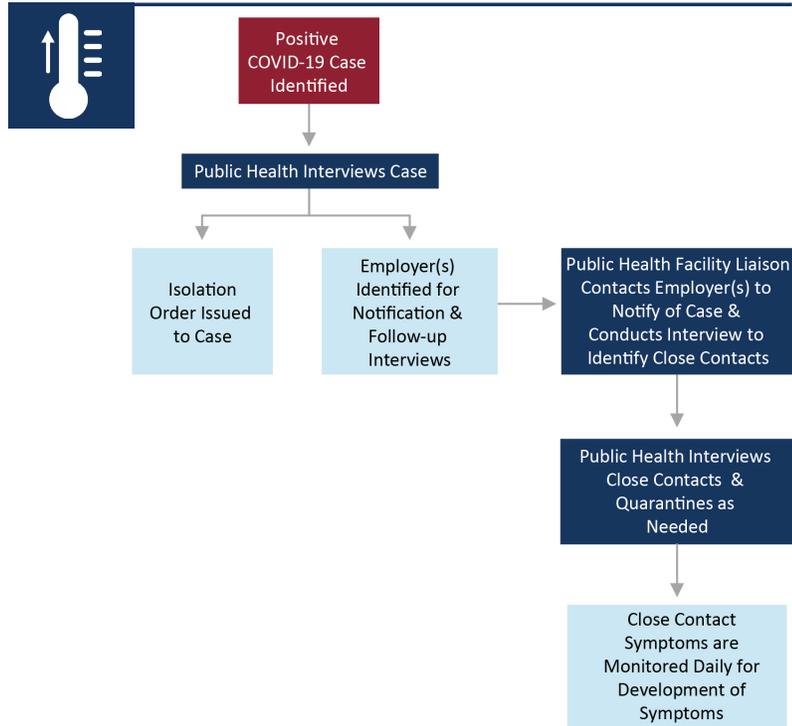


ISOLATION is for people who are already sick. Isolation separates and restricts the movement of sick people so they can't spread the disease to healthy people.

QUARANTINE is for people who are not sick but may have been exposed. Quarantined people may or may not become sick.

RESPONSE

What if an employee becomes a case?



Critical Infrastructure Workers/Essential Employees

who are identified as close contacts who are not experiencing symptoms before they start work. Ideally, temperature checks should happen before the individual enters the facility.

- **Pre-Screen:** Employers must measure the employee's temperature and assess symptoms before they start work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor daily under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace
- **Social Distance:** The employee should maintain a distance of 6 feet or more from others and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean Workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment routinely.

If the employee becomes sick during the day, send them home immediately. Clean and disinfect surfaces in their workspace. Compile information on people who had contact with the ill employee during the time the employee had symptoms and two days before symptoms to share with public health. Others at the facility with close contact (within 6 feet of the employee during this time) could be considered exposed.

Non-Critical Infrastructure Workers/ Non-essential Employees



who are identified as close contacts will be required to quarantine until released by public health to return to work. Employers should implement the recommendations in the CDC's Interim

Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace.



RESOURCES

- CDC:** Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes
- CDC:** Plan, Prepare and Respond to COVID-2019
- CDC:** Meat and Poultry Processing Workers and Employers
- CDC:** What Grocery and Food Retail Workers Need to Know
- CDC:** Get Your Mass Gatherings or Large Events Ready
- CDC:** Print Resources (Signs and Posters)
- CDC:** Crisis & Emergency Risk Communication Training and Tools
- MDHHS:** Executive Order 2020-59: Guidance for Business
- MDHHS:** Michigan COVID-19 Business Response Center
- MDHHS:** MI Saft Start Plan to Re-engage Michigan's Economy
- OSHA:** Guidance on Preparing Workplaces
- Toolkit:** Lakeshore Advantage
- Toolkit:** West Coast Chamber of Commerce

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.



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.



UNDERSTANDING COVID-19 PRECAUTIONS:

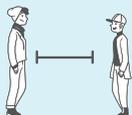
Social Distancing, Self-monitoring, Quarantine, Isolation, and Actions everyone should take

What do these terms mean? What actions do I take if asked?



ACTIONS FOR EVERYONE

- **Wash your hands frequently with soap and water for at least 20 seconds.** This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have soap and water nearby, use a hand sanitizer with 60-95% alcohol.
- **Avoid touching your eyes, nose, and mouth with unwashed hands.**
- **Cover your coughs and sneezes** with a disposable tissue or upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hands immediately afterward.
- **Clean your frequently touched or used surfaces daily** with a solution of 1/4 cup bleach and a gallon of water. Disinfectant sprays or wipes can also be used. These surfaces include phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops, and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated.
- **Monitor yourself daily for symptoms of COVID-19.**
- **Stay home when feeling sick.**
- **Wear a face covering whenever in enclosed public spaces.** This can be a homemade cloth mask, bandana, or scarf.
- **If you need medical care, call your doctor.**



SOCIAL DISTANCING

We should ALL be practicing social distancing. It helps protect everyone in our community, especially those who are most vulnerable, from illness. What does this look like?

Individuals can:

- Keep six feet between people as much as possible.
- Get curbside pick up for groceries or restaurant orders instead of going inside.
- Use online or drive-through services at the bank.
- Avoid public places at their busiest times.
- Avoid getting together in large social groups.

Businesses & organizations can:

- Have employees tele-work.
- Limit in-person meetings and travel.
- Modify operations to provide more online options and restrict people from gathering.



SELF-MONITORING

Who should do it?

People without symptoms.

Actions to take

- Practice social distancing.
- Record your temperature and watch for symptoms, daily.
- If symptoms develop, **CALL** your doctor to explain symptoms and possible exposure before going in.
- If symptoms develop, you may move into self-isolation.



SELF-QUARANTINE

Who should do it?

People without symptoms, but who have a higher potential of becoming sick because of where they traveled or having had contact with someone being tested for COVID-19.

Actions to take

- Stay home and self-monitor for 14 days.
- Under no circumstances should you go to work or leave your home during this time.
- Household members should practice social distancing.
- Report your daily temperature and symptoms to the Health Department during your quarantine.



SELF-ISOLATION

Who should do it?

People sick with symptoms of COVID-19, test positive for COVID-19, or diagnosed as a probable for COVID-19. Not sick enough to be hospitalized.

Actions to take

- **Under no circumstance should you go to work, school or public places.** You should only consider leaving your home if you need medical attention.
 - Avoid using public transportation to get to your medical provider or emergency department.
 - Wear a mask over your nose and mouth if you must leave your house to seek medical care.
- **Avoid handling pets or other animals** while you are sick.
- **Cover your coughs and sneezes** with a disposable tissue or the upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hands immediately afterward.
- **Wash your hands frequently** with soap and water for at least 20 seconds. This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have access to soap and water, use a hand sanitizer with 60% - 95% alcohol.
- **Avoid touching your eyes, nose and mouth**
- **Clean your frequently touched or used surfaces daily** with a solution of 1/4 cup bleach and a gallon of water. Disinfectant sprays or wipes can also be used. These surfaces includes phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops, and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated.
- **Clean any item or surface that may have blood, mucus, vomit, urine, stool or other body fluids on them.**
- **Make sure your home has good airflow.** Open windows if weather permits or use the air conditioner.

If you live with others:

- Separate yourself from other household members and pets whenever possible.
 - You should stay in a specific room and away from other household members.
 - Use a separate bathroom if possible.
 - If you must share a bathroom wipe down all surfaces after the patient uses it. Separate toothbrushes.
 - If you share a shower, do not share razors, washcloths or body sponges/poufs.
 - If you must enter a shared space put a mask over your nose and mouth before leaving your room.
- Do not share items with your household members or pets such as dishes, drinking cups, silverware, towels or bedding. After using these items, they should be washed with soap and hot water.
- Household members should practice self-quarantine.

If you live alone:

- Do not open your door to anyone. If someone is dropping off groceries or other items for you, have them leave it at your doorstep and wait until they leave to open the door.
- Do not cook food for anyone other than yourself.

When seeking care at a healthcare facility:

- Call ahead to get direction from your health care provider. They may ask you to meet them outside or usher you into a different entrance than the general public uses.
- Avoid using public transportation to get to your medical provider or emergency department.
 - If you are unable to drive yourself and do not have a ride, call 9-1-1 for transport by ambulance.
 - If someone is giving you a ride, wear a mask that covers your mouth and nose while you are in the vehicle with them.
- If you are driving yourself, apply a mask that covers your mouth and nose before exiting your vehicle.

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.

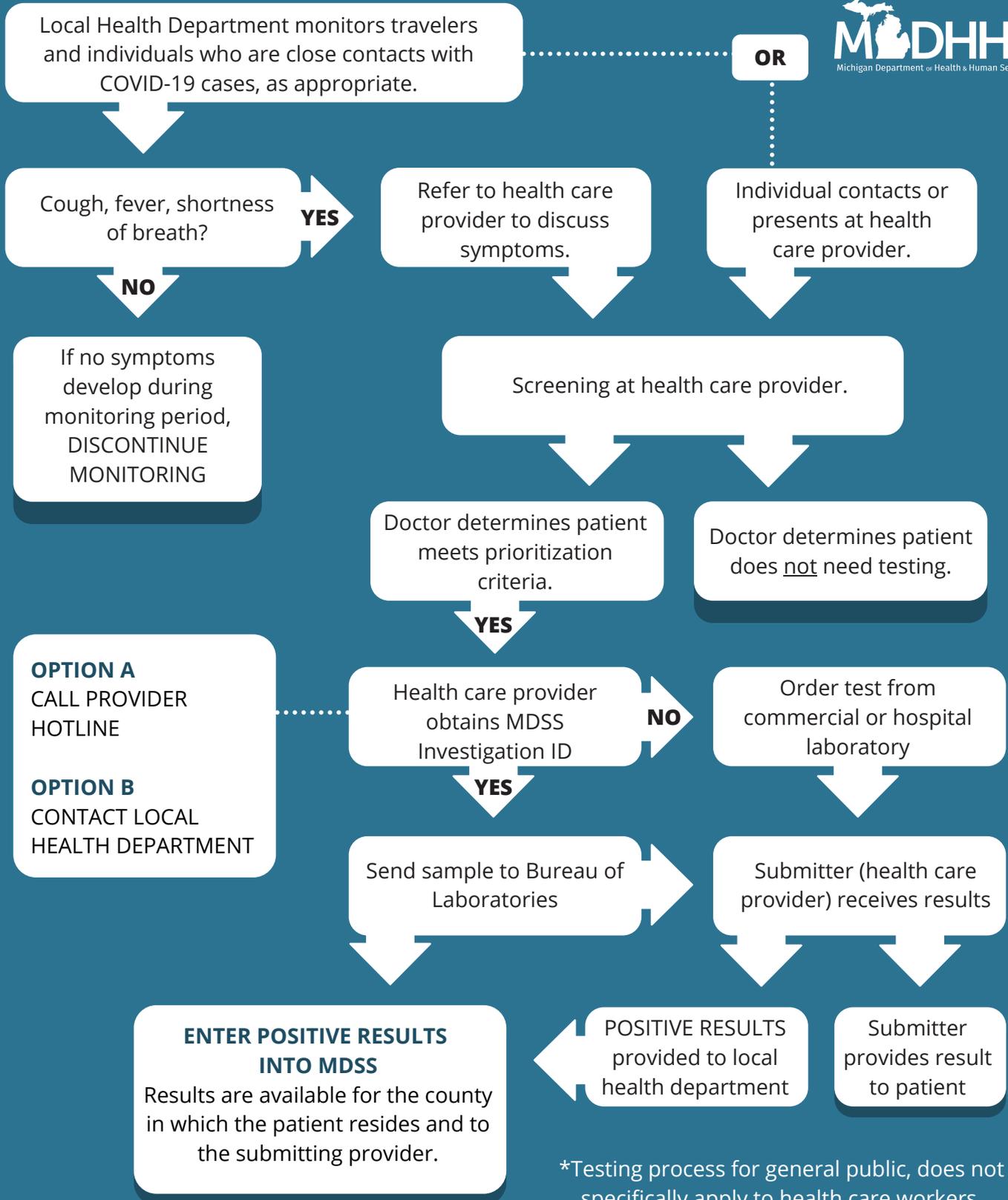


Should I wear a mask?

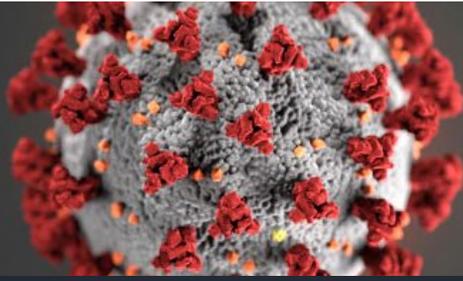
If you or your close contact is symptomatic and you must leave home, you should cover your nose and mouth with a homemade mask, scarf, bandana or handkerchief.

*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.

COVID-19 TESTING PROCESS*



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



Face Coverings: Frequently Asked Questions

Michigan.gov/Coronavirus

Face Coverings: Frequently Asked Questions

The Michigan Department of Health and Human Services recommends that Michiganders wear a face covering when outside of their home to help stop the spread of coronavirus disease 2019 (COVID-19).

Wearing a face covering is an additional precaution we can take that may help stop the spread of COVID-19. The best way to keep from getting sick is to stay home as much as possible, practice social distancing – keep at least 6 feet of distance from others, and good hand hygiene.

What is a face covering?

- A face covering is any well-secured cloth (like a bandana or scarf) that covers your mouth and nose.
- A face covering is different from a surgical or N95 mask which must be reserved for healthcare workers.

Who should and should not wear a face covering?

Cloth face coverings **should not** be placed on:

- young children under age 2,
- anyone who has trouble breathing, is unconscious, incapacitated, and
- anyone otherwise unable to remove the mask without assistance.

Cloth face coverings **should** be worn by:

- All others when they need to be outside their home and within 6 feet of others.
- People who are sick should wear a face covering while at home if they cannot maintain at least 6 feet of distance from others.
- People who are sick and who need to leave home, such as to get urgent medical care, should always wear a face covering.

Do I need to wear a face covering all the time when outside my house?

- **If you are sick**, yes. Remember you must stay home if you are sick and only leave for essential medical care. Arrange for essential items, like groceries, to be delivered to you through a delivery service or through friends or family.
- **If you are not sick**, you should wear a face covering whenever you need to leave home and might be closer than 6 feet from others. Examples include using public transportation, riding in a taxi or car service, walking on a busy street, going to pharmacies and grocery stores, and going to the doctor or a hospital.
- **Essential workers** should also wear a face covering at work when they cannot maintain at least 6 feet of distance between themselves and others.

Do I need to wear a face covering when I am exercising?

No — as long as you maintain at least 6 feet from others.

People should only do exercises that allow them keep physical distance from others. Walking, running, and biking outside are good examples of activities that do not require shared equipment or close contact with others.

I was confirmed to have COVID-19 and am better now. Do I still need to wear a face covering?

Yes – everyone that is able should wear a face covering when outside of their home and it is not possible to maintain at least 6 feet of distance between others. Social distancing is still necessary, even when using a face covering.

We don't yet know how long the virus remains in a person's body, or whether it is possible to get sick again. Using facemasks in public and practicing social distancing is still important for people who were sick and recovered.

Remember if you had or may have had COVID-19, you should not leave the house except for essential medical care or to get essential needs until all the following are true:

- It has been at least 7 days since your symptoms started or since you tested positive for COVID-19 **and**
- You have been fever-free for the last 3 days without taking fever-reducing drugs such as Tylenol or ibuprofen **and**
- Your overall illness has improved (for example, when your cough or shortness of breath have improved).

Why is this being recommended now?

As we learn more about COVID-19, sometimes recommendations change. There is increasing evidence that people without symptoms may be able to spread the virus, and that droplets produced when breathing, speaking, or singing may spread COVID-19 from person to person.

This evidence informed the decision to recommend face coverings. The use of face coverings is one more simple tool that may help reduce the spread of the virus – especially from people who are infected and don't know it yet.

How often do I need to wash my face covering?

If you are using a cloth face covering, we recommend washing once a day by hand or machine using detergent. The face covering should be fully dry before using. You should have a couple of face coverings so you can rotate for washing.

Are there precautions I should take with my face covering?

- In taking on and off a face covering, you will likely touch your face. As such, please wash your hands with soap and warm water for at least 20 seconds. If soap and warm water are not

available, use an alcohol-based sanitizer that contains at least 60% alcohol every time before and after removing or putting on your mask.

- Do not put a used face covering in places where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.
- Do not throw your face covering loose in a bag or backpack. We recommend keeping a paper bag with you to store your face covering if you will be taking it off outside your house.

Is it possible to make your own face covering?

Yes! A face covering can be a scarf, bandana or other cloth. [Watch this video from the U.S. Surgeon General](#) to see ideas about creating a face covering with household items.

What is the best fabric for a mask?

Use tightly woven cotton, such as quilting fabric or cotton sheets.

Are medical grade masks such as N95 or surgical masks better than home made masks?

Medical grade masks need to be saved for use by health care providers only. Use of homemade masks for people with lower risk exposure is a good way to decrease the chance of exposure to COVID-19.

HOW TO WEAR A MASK?

Use surgical masks instead of N95 masks.



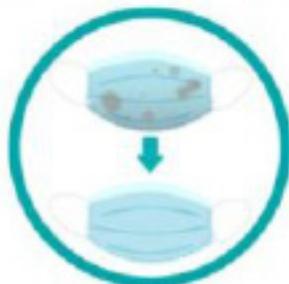
It should **COVER YOUR MOUTH, NOSE AND CHIN**, with the coloured side facing outwards.



PINCH THE METAL EDGE OF THE MASK so that it presses gently on your nose bridge.



Remove a used mask **HOLDING ONLY THE EAR LOOPS**.



To be effective, **CHANGE YOUR MASKS REGULARLY OR IF SOILED OR WET**.



WASH YOUR HANDS WITH SOAP AND WATER after disposing the soiled mask properly into a bin.



**Face coverings must be worn in
our building.**

Thank you for helping us fight COVID-19.

GERMS

are all around you.



Stay healthy.
Wash your hands.





Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

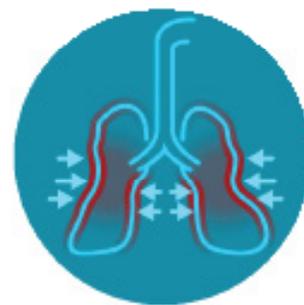
DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



CORONA-19. JIMMY KIMMEL

[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



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

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » 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.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

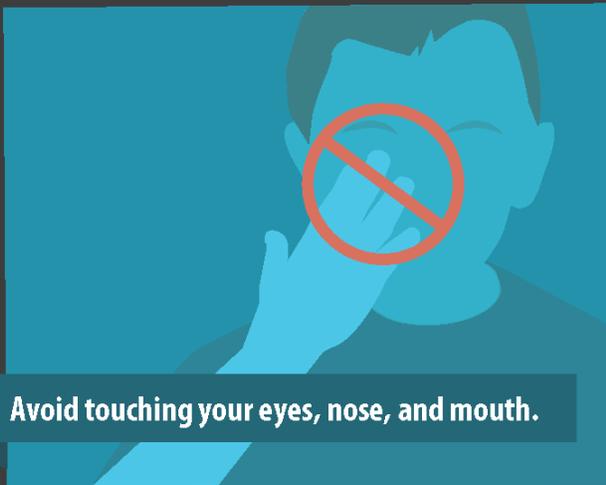
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/COVID19



Hands that look clean can still have icky germs!

Wash YOUR HANDS!



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.



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