Central Michigan District Health Department
Promoting Healthy Families, Healthy Communities

COVID-19 Business Toolkit
for Our Communities

Serving the communities of Arenac, Clare, Gladwin, Isabella, Osceola, and Roscommon Counties
(9/4/2020)
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Coronavirus Disease (COVID-19) Workplace Checklist

Central Michigan District Health Department businesses and entities are now opening across the state; however, measures must be taken to help slow the spread of COVID-19 in our communities. Executive Order 175 outlines the latest requirements. These businesses and entities must take the following actions to ensure the safety of employees and customers.

- **Create a COVID-19 Preparedness and Response Plan**
  Make a COVID-19 Preparedness and Response Plan which should be made available for review on location, consistent with the recommendations developed by the Occupational Health and Safety Administration (available [here](#)).

- **Designate a COVID-19 supervisor**
  This supervisor is to remain on-site at all times while the business is open. They are to implement, monitor, and report on COVID-19 control strategies, as per the preparedness plan.

- **Provide training for employees regarding COVID-19**
  Training should cover workplace infection control practices, the proper use of personal protective equipment, how to report unsafe working conditions, and the steps employees must take to notify the business of COVID-19 symptoms and suspected or confirmed cases. Keep a record of these trainings.

- **Screen employees DAILY for COVID-19 symptoms**
  A sample Employee Screening Checklist is included below for your convenience. Keep a record of these screenings.

- **Promote remote work to the fullest extent possible**
  The fewer people in place of work at a time, the better.

- **Keep everyone at a 6-ft physical distance (as much as possible).**
  Include visual distance markings, barriers, and signage in your facility for employees, guests, and vendors. When distance cannot be maintained, or when in a shared space, require the use of a mask.

- **Develop protocols for frequently disinfecting and cleaning surfaces**
  Follow [product recommendations for the EPA](#).
• Provide and require masks for employees
  Especially for employees who cannot maintain the 6-ft distance. Instructions for making homemade masks are listed below.

• Make cleaning supplies and handwashing supplies available to employees
  Make sure to give them time to wash hand frequently. Do not use hand dryers.

• Establish a response plan for dealing with confirmed infection in the workplace
  This should include protocols for sending employees home and temporary closure for a deep clean.

• If an employee has identified positive for COVID-19
  Notify the local health department and any co-workers, contractors, or suppliers who may have had contact with the person. Keep a record of this information. Work with your local health department.

• Additional considerations for certain business types
  If your business falls into one of these categories, please view additional guidelines on the Executive Order, MI OSHA Guidelines, and MI Business Response Center Best Practices.
    o construction
    o works primarily outdoors
    o manufacturing
    o research laboratories
    o retail stores, libraries, and museums
    o offices
    o restaurants and bars
    o provides outpatient healthcare (including dental offices or veterinary care)
    o in-home services (cleaning, repair persons, painters, etc.)
    o personal-care services (barbering, cosmetology, body art, massage, etc.)
    o sports and entertainment facilities
    o exercise facilities and sports facilities
FAQ About 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, they should be directed to go home immediately and self-quarantine, even if their symptoms are mild. If they are having trouble breathing or cannot keep fluids down, have them contact their doctor right away. COVID-19 symptoms are very similar to the symptoms seen in a typical cold or flu. However, it is best to be cautious. Take care not to over-react in order to prevent panic among your team. Consider alternative work options like teleworking if your employee is well enough to do so.

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

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. Customers and visitors should also be wearing face masks due to Executive Order 2020-153. If your employee 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 a no-touch hand sanitizer dispenser near customer entrances, if feasible.

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

Instruct the employee to stay home and self-isolate. Contact your local health department to let them know any employee tested positive. Employees should not return to work for at least 10 days after symptoms first started and 24 hours after fever has resolved without the use of fever-reducing medicines and symptoms have improved. Offer telework assignments if the employee is well enough to work. IMPORTANT: You must protect the confidentiality of your employee. Legally, you cannot identify the employee by name. DO NOT disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for COVID-19.

Thoroughly clean and disinfect equipment and other elements of the work environment of the employee along with frequently touched surfaces and objects such as doorknobs/pushbars, elevator buttons, restroom doors, etc. Use EPA-approved disinfectants and use according to label instructions.

If the employee had been working while ill, call Central Michigan District Health Department and help them identify contacts of the ill individual. If employees who may have been exposed to an ill individual do not have symptoms, they can continue working but must adhere to social distancing guidelines, wear a mask the entire day, and disinfect and clean their workspace. Common areas, including bathrooms and break rooms, should be disinfected as well. If an employee starts to have symptoms during the workday, send them home immediately. Track exposed employees on the form provided and regularly monitor them for symptoms.

One of our employee’s family member has a “suspected” (but unconfirmed) case of COVID-19. What should we do?

Employees who have had close contact to a suspect or known case of COVID-19 can continue working but should self-monitor their symptoms and adhere to social distancing guidelines, wear a mask the entire day, and disinfect and clean their workspace. Common areas, including bathrooms and break rooms, should be disinfected as well. If an employee starts to have symptoms during the workday, send them home immediately and contact CMDHD. Track exposed employees on the form provided and regularly monitor them for symptoms.
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. If employees who may have been exposed to an ill individual do not have symptoms, they can continue working but must continue to self-monitor their symptoms, adhere to social distancing guidelines, wear a mask the entire day, and disinfect and clean their workspace. Common areas, including bathrooms and break rooms, should be disinfected as well. If an employee starts to have symptoms during the workday, send them home immediately. Track exposed employees on the form provided and regularly monitor them for 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. They can continue working but must self-monitor their symptoms, adhere to social distancing guidelines, wear a mask the entire day, and disinfect and clean their workspace. Common areas, including bathrooms and break rooms, should be disinfected as well. If an employee starts to have symptoms during the workday, send them home immediately. Track exposed employees on the form provided and regularly monitor them for symptoms.

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. They can continue working but must self-monitor their symptoms, adhere to social distancing guidelines, wear a mask the entire day, and disinfect and clean their workspace. Common areas, including bathrooms and break rooms, should be disinfected as well. If an employee starts to have symptoms during the workday, send them home immediately. Track exposed employees on the form provided and regularly monitor them for symptoms.

When can my employee come back to work if they have been ill?

Employees who have been ill with symptoms of an upper respiratory illness [new onset of fever (subjective or temperature of ≥100.4°F or 37.8°C) OR symptoms of possible COVID-19 (cough OR shortness of breath OR sore throat)] can return to work at least 10 days after symptoms first started and 24 hours after fever has resolved without the use of fever-reducing medicines and symptoms have improved.

Please refer to the guidelines for Social Distancing, Self-Monitoring, and Self-Isolation on the subsequent pages. For additional guidance, please go to:

- Michigan: [michigan.gov/coronavirus](http://michigan.gov/coronavirus)
- National: [cdc.gov/COVID19](http://cdc.gov/COVID19)
Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name: _______________________

Employee Name: _______________________
Day: __________  Time In: _________
Current temperature: __________

In the past two weeks, have you had:

One of the following symptoms: ______ yes ______ no
• Fever or felt feverish
• Cough
• Shortness of breath

OR Two of the following symptoms: ______ yes ______ no
• Muscle aches without another explanation
• Chills
• Sore throat
• Headache
• Vomiting or Diarrhea
• Loss of taste or smell

If you answered “yes” to either of the above or your temperature is 100.4 °F or higher, please do not go into work. Self-isolate (stay) at home and contact your health care provider for direction.

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 24 hours without a fever and symptoms have improved.

Have you had close contact in the last 14 days with an individual diagnosed with COVID-19? ______ Yes ______ No

Have you been directed or told by the Health Department or your healthcare provider to self-isolate or self-quarantine? ______ Yes ______ No

Have you traveled internationally or taken a cruise in the last 14 days? ______ Yes ______ No

If you answered “yes” to the three questions listed above, please do not go into work. Self-quarantine at home for 14 days or as directed by the health department.
I think I have been exposed to COVID-19, what should I do?

**Close Contacts**

- I live with or am caring for someone with COVID-19
  - You should self-quarantine and monitor yourself for symptoms. The local health department may ask you to do so.*
  - Have you developed symptoms of respiratory illness such as fever, cough, or shortness of breath?
    - Yes
      - Are you having severe symptoms like difficulty breathing, persistent pain or pressure in the chest, new confusion or inability to arouse or bluish lips or face?
        - Yes
          - Seek immediate medical attention.
        - No
          - Contact your health care provider to discuss your symptoms.
    - No
      - Continue to monitor yourself for symptoms.

- Someone that has COVID-19 coughed or sneezed on me
  - You do not need to self-quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

- I think my coworker has COVID-19
  - You do not need to self-quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

- I think someone I know has COVID-19
  - You do not need to self-quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

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

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

*Quarantine process for general public, does not specifically apply to health care workers.
Timing and location of cleaning and disinfection of surfaces.
At a school, daycare center, office, or other facility that does not house people overnight:

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

How to clean and disinfect.

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

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

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

- Unexpired household bleach will be effective against coronaviruses when properly diluted.
  Prepare a bleach solution by mixing:
  - Five tablespoons (1/3 cup) bleach per gallon of water, or
  - Four teaspoons bleach per quart of water.

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

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

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

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

Personal protective equipment (PPE) and hand hygiene considerations.

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

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

Cleaning staff and others should clean hands often.

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

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

- After blowing one’s nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person who needs assistance (e.g., a child)
Clean • Sanitize • Disinfect
Know the Difference, Keep it Safe

**CLEAN**
Cleaning is the process of removing soil, residue and germs from a surface. Detergents are usually the best choice. Always clean before sanitizing or disinfecting.

**SANITIZE**
Sanitizing is a process that removes most germs from food contact surfaces. Food contact surfaces must first be washed, then rinsed, sanitized and air-dried before being used. Sanitizing products have an EPA registration number on the label and by law must be used according to label instructions.

**DISINFECT**
Disinfectants are used on non-food contact surfaces such as doorknobs, elevator buttons, push plates, light switches and floors. Disinfectants are generally not used on food contact surfaces. Disinfectants are sometimes also cleaning agents. They have an EPA registration number on the label and must be used according to label instructions.

For more information, visit Michigan.gov/Coronavirus.
**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.
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.

![Diagram of stacked rectangles](image)

2. Fold over the long sides ¼ inch and hem. Then fold the double layer of fabric over ½ inch along the short sides.

![Diagram of hemming and folding](image)

3. Run a 6-inch length of 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.

![Diagram of running elastic through hem](image)

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 cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.

![Diagram of gathering and stitching](image)
Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials
• T-shirt
• Scissors

Tutorial
1. Cut off the sleeves of the T-shirt.
2. Cut out a 6–7 inch piece of the T-shirt. Tie strings around neck, then over top of head.
3. Cut tie strings.

Bandana Cloth Face Covering (no sew method)

Materials
• Bandana (or square cotton cloth approximately 20”x20”)
• Coffee filter
• Rubber bands (or hair ties)
• Scissors (if you are cutting your own cloth)

Tutorial
1. Cut coffee filter.
2. Fold filter in center of folded bandana.
3. Fold top down. Fold bottom up. Tie strings around neck, then over top of head.
4. Place rubber bands or hair ties about 6 inches apart.
5. Fold side to the middle and tuck.
COVID-19 Workplace Safety Resources

The Michigan Occupational Safety and Health Administration (MIOSHA) has a one-stop-shop resource to help you navigate workplace safety guidance as businesses remain open amidst the COVID-19 pandemic. Visit Michigan.gov/COVIDWorkplaceSafety for the latest MIOSHA COVID-19 Workplace Safety guidelines, fact sheets, videos, posters and more.

Resources that were recently added to the website include:

- **Fact Sheets**
  - Restaurants and Bars
  - Retail shops
  - Gyms and fitness centers
  - Personal Care services

- **Posters**
  - No Shirt, no shoes, no mask, no service
  - Do not enter, if you are sick
  - Additional posters for retail fitness centers, restaurants and bars

- **Videos**
  - Construction
  - Manufacturing
  - Retail
  - Restaurants and Bars
  - Gyms and fitness centers guidance (regions 6 & 8)

Additionally, social media graphics highlighting COVID-19 safety snapshots for different industries have been added to the website and can be used to share with your networks. Below are social media posts that we encourage you to share on your social media channels.

- Share on Facebook
- Tweet it out
- Post on LinkedIn

MIOSHA is looking to highlight COVID-19 workplace safety best practices that your organization is doing to help keep workplaces safe as sectors of the state’s economy reopen. Submit stories, tips, photos or videos about your business’ best practices for consideration.

In an effort to help reopen businesses safely and protect workers, the MI Symptoms Web Application is a cost-free way for employers to comply with Executive Order 2020-114 and implement a COVID-19 symptoms screening questionnaire for employees. Employers who want to register their business for MI Symptoms need to complete this form.

Employers and employees with questions regarding workplace safety and health may contact MIOSHA using the new hotline at 855-SAFEC19 (855-723-3219).

[Report workplace safety and health concerns]
CUSTOMERS & EMPLOYEES MUST PRACTICE

6 – FEET SOCIAL DISTANCE

WHILE INSIDE THIS FACILITY
DO **NOT** ENTER IF YOU ARE SICK

Thank you for helping us reopen responsibly.
Please wear a mask when inside this facility

Thank you for helping us reopen responsibly!

Central Michigan District Health Department
Promoting Healthy Families. Healthy Communities