COVID-19

GENERAL BUSINESS TOOLKIT

• Conduct a risk assessment of the workspace
  Ask if your business currently participates in any activities that promote transmission.

• Screen employees DAILY for COVID-19 symptoms
  A Sample Employee Screening Checklist is included for your convenience.

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

• Limit capacity to comply with 6-ft social distancing
  Capacity should be limited based on the size of your facility to maintain appropriate social distancing requirements.

• Make hand-washing and hand-sanitizing available and accessible
  Also, do not continue the use of hand dryers

• Clean frequently touched surfaces and common areas often

• Provide masks and allow employees to wear PPE

For questions please contact the Grand Traverse County Health Department
Call: 231-995-6800   or   Email: gtchd@gtchd.org
This checklist is a sample only. It is not intended to take the place of medical advice, diagnosis or treatment.

**WHAT TO DO**

- Create and implement an active screening plan including:
  - Location and staffing of the screening table
  - Signage to support the active screening process
  - Rules to allow or prohibit entry
  - Script for screening
  - Alcohol-based hand sanitizer available at the screening table
  - Handout explaining the changes
  - Develop sick policies

**SCREENING QUESTIONS TO CONSIDER**

- In the past 24 hours, have you experienced:
  - Subjective fever (felt feverish): Yes  No
  - New or worsening cough: Yes  No
  - Shortness of breath: Yes  No
  - Sore throat: Yes  No
  - Vomiting/Diarrhea: Yes  No
  - Repeated shaking with chills: Yes  No
  - New loss of taste or smell: Yes  No
  - Muscle pain: Yes  No
  - Headache: Yes  No

**Current Temperature: ____________________**

- If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4 °F or higher, please do not go into work. Self-quarantine at home for minimum of 10 days since symptoms first appear **AND**
  - You should isolate at home for minimum of 10 days since symptoms first appear **AND**
  - You must also have 3 days without fevers and improvement in respiratory symptoms before returning to work
  - (see attached flow chart)

- Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

- Have you engaged in any activity or travel within the last 14 days that puts yourself at higher risk to contract COVID-19, such as being around large groups of people without engaging in social distancing measures and wearing a face covering?

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

- If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.

**HOW TO RESPOND**

- If the individual answers NO to all questions, they have passed the screening and can begin working.

- If the individual answers YES to any screening questions, or refuses to answer, they failed the screening. Instruct the employee to return home and quarantine for 14 days. They should also be advised to call their healthcare provider or 911 as needed.

- Please refer to the attached flow chart as needed for guidance on employees returning to work.

For more information, visit CDC’s Resources for Businesses and Employers. For questions call 231-995-6800
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.
Masks must be worn in this building.

Thank you for helping us reopen responsibly!
When is it safe to leave home if you have symptoms of COVID-19 or live with someone who does?

Employers can't retaliate against workers for taking time away from work under these circumstances. File a complaint with MIOSHA. Learn more at Michigan.gov/MIOSHAcomplaint.

**For Me**
- I have been diagnosed with COVID-19.
- I have developed one or more symptoms of COVID-19.

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

**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.

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

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

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

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

*Process for general public, does not specifically apply to workers at a health-care facility, first responders (e.g., police officers, fire fighters, paramedics), and prison employees.*
I think I have been exposed to COVID-19, what should I do?

**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.*

- **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.

---

**How do I monitor myself?**

Pay attention for COVID-19 symptoms:

- Fever
- Cough
- Shortness of Breath

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

---

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

**Health care provider takes a sample**

**Sample is sent to a laboratory for testing**

**Laboratory sends result to health care provider**

---

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

SEOC TA 2710604 03/25/2020
Top 10 Tips to Protect Employees’ Health

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

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

• Have conversations with employees about their concerns. Some employees may be at higher risk for severe illness, such as older adults (https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html) and those with chronic medical conditions.

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

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

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

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

• Promote etiquette for coughing and sneezing (https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) and handwashing (https://www.cdc.gov/handwashing/index.html). Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.

• Consider the need for travel and explore alternatives. Check CDC’s Travelers’ Health (https://wwwnc.cdc.gov/travel) for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.

• If an employee becomes sick while at work, they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting (https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) areas the sick employee visited.

Important Information About Your Cloth Face Coverings

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

- Stay at home as much as possible
- Practice social distancing (remaining at least 6 feet away from others)
- Clean your hands often

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

How cloth face coverings work

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

How cloth face coverings are different from other types of masks

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

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

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

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

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

For more information, visit Michigan.gov/Coronavirus.