MARQUETTE COUNTY HEALTH DEPARTMENT
COVID-19 PREPAREDNESS AND RESPONSE PLAN
JULY 2020
Contents

Responsibilities of Administration: ........................................................................................................... 4
COVID-19 Exposure Sources: .................................................................................................................... 4
Basic Infection Prevention Measures in the Workplace: ........................................................................... 4
COVID-19 Signs and Symptoms: ............................................................................................................... 5
Workplace Protective Measures and Policies: ............................................................................................. 5
Workplace Flexibility and Protections: ...................................................................................................... 6
  Engineering Controls: ................................................................................................................................. 8
  Personal Protective Equipment: .................................................................................................................. 8
Classifying Worker Exposure to COVID-19: ............................................................................................... 9
Very High Exposure Risk: .......................................................................................................................... 9
High Exposure Risk: ................................................................................................................................... 9
Medium Exposure Risk: ............................................................................................................................. 9
Lower Exposure Risk: .................................................................................................................................. 10
Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers: ............................................... 10
  Engineering Controls: ................................................................................................................................. 10
  Administrative Controls: ............................................................................................................................ 10
  Personal Protective Equipment (PPE): ........................................................................................................ 10
Jobs Classified as Medium Exposure Risk: What to Do to Protect Workers: ........................................... 10
  Engineering Controls: ................................................................................................................................. 10
  Administrative Controls: ............................................................................................................................ 10
  Personal Protective Equipment (PPE): ........................................................................................................ 11
Jobs Classified at High Exposure Risk: What to Do to Protect Workers: ................................................ 11
  Engineering Controls: ................................................................................................................................. 11
  Administrative Controls: ............................................................................................................................ 11
  Personal Protective Equipment (PPE): ........................................................................................................ 12
Jobs Classified at Very High Exposure Risk: What to Do to Protect Workers: ........................................ 12
  Engineering Controls: ................................................................................................................................. 12
  Administrative Controls: ............................................................................................................................ 12
  Personal Protective Equipment (PPE): ........................................................................................................ 12
Workers Traveling Abroad or Traveling Internationally: .............................................................................. 12
Employer Responsibilities: ...................................................................................................................... 13
Employee Responsibilities: ...................................................................................................................... 13
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning/Disinfecting Job Sites and Other Protective Measures:</td>
<td>13</td>
</tr>
<tr>
<td>COVID-19 Talking Points for Employees</td>
<td>14</td>
</tr>
<tr>
<td>1. What is COVID-19?</td>
<td>14</td>
</tr>
<tr>
<td>2. How is COVID-19 Spread?</td>
<td>14</td>
</tr>
<tr>
<td>COVID-19 Prevention and Work Practice Control Worker Responsibilities:</td>
<td>15</td>
</tr>
<tr>
<td>1. General Job Site / Office Practices:</td>
<td>15</td>
</tr>
<tr>
<td>2. Clinic Office Practices:</td>
<td>16</td>
</tr>
<tr>
<td>3. In-Home Service Practices:</td>
<td>17</td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>“Stop the Spread of Germs” Flyer</td>
<td>18</td>
</tr>
<tr>
<td>“Symptoms of Coronavirus” Flyer</td>
<td>19</td>
</tr>
<tr>
<td>&quot;Unsafe Working Conditions&quot; Reporting Form</td>
<td>20</td>
</tr>
</tbody>
</table>
**Responsibilities of Administration:**

All Division Directors must be familiar with this plan and be ready to answer questions from employees. Management must always set a good example by following this plan. This involves practicing personal hygiene and job safety/sanitation practices to prevent the spread of the SARS-CoV-2 virus. Division Directors must encourage this same behavior from all employees.

**COVID-19 Exposure Sources:**

COVID-19 is at an epidemic level throughout Michigan and community wide-spread is to be assumed throughout the state. Community wide-spread means that COVID-19 is possibly prevalent in the community and anyone could be a carrier and should be assumed to be possibly infectious. Providing essential services to the community and continuing to report to work, places employees at an increased risk of exposure to COVID-19. The following are possible sources of exposure to COVID-19 and should be minimized to the greatest extent feasible.

- Contact with members of the general public, customers, and coworkers.
- Contact with sick individuals or those with high risk of infection (e.g. travelers, healthcare workers, asymptomatic COVID-19 infected persons).
- Non-occupational risk factors at home and in the community.

**Basic Infection Prevention Measures in the Workplace:**

The Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control (CDC) have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve.
- Immediately throw away used tissues in the trash, then wash hands. Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks, and cell phones.
- Avoid touching common surfaces in public places, such as elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons/door handles when you don’t have a tissue or sleeve to cover your hand/fingers.
- Avoid close contact with people who are sick.
- Maintain a minimum distance of six feet from other coworkers whenever feasible.

The Marquette County Health Department (MCHD) will post the “Stop the Spread of Germs” flyer (Attachment A) in prominent areas within the workplace to inform employees of recommended infection control techniques.
COVID-19 Signs and Symptoms:
In addition to the above, employees must familiarize themselves with the symptoms of COVID-19 in order to identify that they may be sick, or other employees, customers, or visitors may be sick. COVID-19 symptoms include (but are not limited to) the following:

- Cough
- Sore throat
- Fever
- Shortness of breath
- Headache
- Nausea/vomiting or diarrhea
- Extreme fatigue
- Loss of smell and/or taste

MCHD will post the “Symptoms of Coronavirus” flyer (Attachment B) in prominent areas within the workplace to inform employees of symptoms to be aware of.

Workplace Protective Measures and Policies:

- Any employee showing symptoms of COVID-19 will be asked to go home and self-isolate/self-quarantine.
- Employees are required to participate in the COVID-19 Workplace Health Screening upon arrival at the worksite daily. Employers are required to maintain written or digital documentation of the workers who are screened.
- Any employee who answers “Yes” to any of the screening questions requires the worker to immediately exit the building and immediately contact their supervisor.
- If an employee exhibits COVID-19 symptoms, the employee must remain at home until;
  - He or she is fever free for 72 hours (three full days) without the use of fever-reducing medication; and,
  - He or she has improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
  - At least 10 days have passed since symptoms first appeared.

- An employee who tests positive for COVID-19 will be directed to isolate away from work. Employees that test positive and are symptom free may return to work when;
  - At least 10 days have passed since the date of his or her first positive test; and
  - The employee has not had a subsequent illness.
- Employees who are symptomatic and test positive and are directed to care for themselves at home, may return to work when;
  - The employee is fever free for 72 hours (three full days) without the use of fever-reducing medication and,
- He or she has improvement in respiratory symptoms (e.g., cough, shortness of breath) and,
- At least 10 days have passed since symptoms first appeared.

- Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. Marquette County Health Department will not require an employee to provide documentation clearing his or her return to work.
- Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as being within six feet for a prolonged period of time.
  - Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 min of close exposure can be used as an operational definition. In healthcare settings, it is reasonable to define a prolonged exposure as any exposure greater than a few minutes because the contact is someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

- Conduct all meetings by telephone or via internet, if possible. If meetings are conducted in person, attendance will be collected verbally, and the Division Director will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six feet apart.
- Employees must avoid physical contact with others and shall direct others (coworkers/guests/visitors) to increase personal space to at least six feet, where possible.
- Employees will be encouraged to stagger breaks and lunches, if practical, to reduce the size of any group at any one time to less than 10 people.
- Employees are encouraged to minimize ride sharing. While in vehicles, employees must ensure adequate ventilation.
- If possible, divide crews/staff into groups so that projects can continue effectively if one of the divided teams is required to quarantine.
- According to the CDC, individuals should cover their mouth and nose with a face covering when going out in public, in addition to practicing social distancing.

**Workplace Flexibility and Protections:**
Marquette County Health Department will consider and implement, when feasible, the following workplace flexibility and protections:
Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. At least one designated supervisor will be on-site at all times when employees are present. An on-site employee may be designated to perform the supervisory role.

Provide COVID-19 training to employees that covers, at a minimum:
- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the department of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions (Attachment C).

Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.

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

Do not require a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Kevin

Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than usual.

Recognize that workers with ill family members may need to stay home to care for them. See CDC’s Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html.

Be aware of workers’ concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. Provide adequate, usable, and appropriate training, education, and informational material about essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls, including personal protective equipment (PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.

Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.

Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.

Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the workplace to allow for deep-cleaning.
• Restrict work-related travel for employees to essential travel only.
• Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

Engineering Controls:
The Marquette County Health Department will consider and implement the following engineering controls when feasible and applicable.

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solutions to implement. Engineering controls for COVID-19 include:

• Keeping everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and installing physical barriers, such as clear plastic sneeze guards, as appropriate to the worksite.

Personal Protective Equipment:
While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, facemasks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

MCHD will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees:

All types of PPE must be:

• Selected based upon the hazard to the employee.
• Properly fitted and periodically refitted, as applicable (e.g., respirators).
• Consistently and properly worn when required.
• Regularly inspected, maintained, and replaced, as necessary.
• Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
Classifying Worker Exposure to COVID-19:

Worker risk of occupational exposure to COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within six feet of people known to be, or suspected of being, infected with COVID-19, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with COVID-19. To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels. MCHD will evaluate employee risk level and implement appropriate protections.

Very High Exposure Risk:

*Very high exposure* risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).

High Exposure Risk:

*High exposure risk* jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, advanced practice providers (APP), nurses, and other hospital staff who must enter patients’ rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk:

*Medium exposure risk* jobs include those that require frequent and/or close contact with (i.e., within six feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in
this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population density work environments, some high-volume retail settings).

**Lower Exposure Risk:**

*Lower exposure risk* jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within six feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

**Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers:**

For workers who do not have frequent contact with the general public, employers should follow the guidance for *Workplace Protective Measure and Policies* beginning on page six of this booklet and implement control measures described in this section.

**Engineering Controls:**

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

**Administrative Controls:**

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

**Personal Protective Equipment (PPE):**

Employees should wear cloth or standard ear loop procedure masks in work areas that are not solitary. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks. Refer to MCHD COVID-19 Mask Policy.

**Jobs Classified as Medium Exposure Risk: What to Do to Protect Workers:**

In workplaces where workers have medium exposure risk, employers should follow the guidance for *Workplace Protective Measure and Policies* beginning on page six of this booklet and implement control measures described in this section.

**Engineering Controls:**

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

**Administrative Controls:**

- Offer face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return
home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until they are healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers’ and the public’s access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., curb side pick-up, phone based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., onsite nurse; telemedicine services).

**Personal Protective Equipment (PPE):**
When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace. Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer’s hazard assessment, and the types of exposures workers have on the job.

**Jobs Classified at High Exposure Risk: What to Do to Protect Workers:**
In workplaces where workers have high exposure risk, employers should follow the guidance for *Workplace Protective Measure and Policies* beginning on page six of this booklet and implement control measures described in this section.

**Engineering Controls:**
- Install physical barriers, such as clear plastic sneeze guards, where feasible.
- Where possible, increase ventilation rates and circulation throughout work sites.
- Perform routine environmental cleaning and disinfection, especially of common areas; and
- Where available, provide hand sanitizer in high-traffic areas.

**Administrative Controls:**
- Employees working in a very high risk exposure setting may need to be fit tested to wear an N95 Respirator mask if medically approved by MCHD’s Medical Director.
• Employees will be provided N95 Respirator masks by MCHD.

Personal Protective Equipment (PPE):
When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace. Workers with high exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the high exposure risk category will vary by work task, the results of the employer’s hazard assessment, and the types of exposures workers have on the job.

Jobs Classified at Very High Exposure Risk: What to Do to Protect Workers:
In workplaces where workers have a very high exposure risk, employers should follow the guidance for Workplace Protective Measure and Policies beginning on page six of this booklet and implement control measures described in this section.

Engineering Controls:
• Install physical barriers, such as clear plastic sneeze guards, where feasible.
• Where possible, increase ventilation rates and circulation throughout work sites.
• Perform routine environmental cleaning and disinfection, especially of common areas; and
• Where available, provide hand sanitizer in high-traffic areas.

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• Employees working in a very high risk exposure setting need to be fit tested to wear an N95 Respirator mask if medically approved by MCHD’s Medical Director.
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Workers Traveling Abroad or Traveling Internationally:
Marquette County Health Department staff traveling for work reasons should consult the “Business Travelers” section of the OSHA COVID-19 webpage (www.osha.gov/covid-19), which also provides links to the latest:
• U.S. Department of State (DOS) travel advisories: www.travel.state.gov. Marquette County Health Department will communicate to workers that the DOS cannot provide Americans traveling or living abroad with medications or supplies, even in the event of a COVID-19 outbreak. As COVID-19 outbreak conditions change, travel into or out of a country may not be possible, safe, or medically advisable. It is also likely that governments will respond to a COVID-19 outbreak by imposing public health measures that restrict domestic and international movement, further limiting the U.S. government’s ability to assist Americans in these countries. It is important that Marquette County Health Department and workers plan appropriately, as it is possible that these measures will be implemented very quickly in the event of worsening outbreak conditions in certain areas.

**Employer Responsibilities:**
• Conduct employee health screenings of all employees upon arrival at the worksite.
• Conduct meetings by phone, if possible. If not, instruct employees to maintain six feet between each other.
• Access to the job site will be limited to only those necessary for the work.
• If MCHD is operating but closed to the public, visitor access will be limited to only provide essential services to maintain minimal business operations, additionally all visitors will be pre-screened to ensure they are not exhibiting symptoms.
• Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
• Provide hand sanitizer and hand washing facilities. Maintain Safety Data Sheets of all disinfectants used on site.
• Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

**Employee Responsibilities:**
• Maintain a distance of six feet from other employees at times when feasible.
• Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand sanitizer with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.
• Immediately report to your supervisor if at any time you feel ill with symptom consistent with COVID-19. See CDC “Watch for Symptoms” list [here](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).

**Cleaning/Disinfecting Job Sites and Other Protective Measures:**
• Clean and disinfect frequently touched surfaces and equipment on a regular basis. This includes other elements of the workplace where possible. Employees should regularly do the same in their assigned work areas.
• Clean shared spaces such as vehicles, countertops, break/lunchrooms etc. at least once per day.
• Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
• Disinfect Exam rooms in accordance with CDC guidelines.
• Avoid sharing items with co-workers. If not, disinfect before and after each use.
• If applicable arrange for any bathrooms or portable job site toilets to be cleaned by staff in accordance with CDC guidelines.
• Trash collected from the workplace must be changed frequently by someone wearing gloves.

COVID-19 Talking Points for Employees

What is COVID-19?
The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults. Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath. According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?
The virus that causes COVID-19 probably emerged from an animal source, however, is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about six feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html. In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus. Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-
19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures. There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

COVID-19 Prevention and Work Practice Control Worker Responsibilities:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

General Job Site / Office Practices:

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA’s criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used equipment on a regular basis.
- This includes other elements of the worksite where possible.
- Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as countertop, vehicles and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, etc.) on a regular basis.
- Arrange for any bathroom or portable toilets to be cleaned by staff in accordance with CDC guidelines.
- Any trash collected from the workplace must be changed frequently by someone wearing gloves.
In addition to regular PPE for workers engaged in various tasks, employers will also provide:

- Gloves: If appropriate, gloves should be worn. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
- Eye protection: Eye protection should be worn if appropriate.

Clinic Office Practices:
- Post signs at the entrance(s) instructing patients to wear a face covering when inside.
- Limit waiting-area occupancy to the number of individuals who can be present while staying six feet away from one another and ask patients, if possible, to wait in cars for their appointment to be called.
- Mark waiting rooms to enable six feet of social distancing (e.g., by placing X’s on the ground and/or removing seats in the waiting room).
- Enable contactless sign-in (e.g., sign in on phone app) as soon as practicable.
- Add special hours for highly vulnerable patients, including the elderly and those with chronic conditions.
- Conduct a common screening protocol for all patients, including a temperature check and questions about COVID-19 symptoms.
- Place hand sanitizer and face coverings at patient entrance(s).
- Require employees to make proper use of personal protective equipment in accordance with guidance from the CDC and OSHA.
- Require patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an examination or procedure.
- Install physical barriers at sign-in, temperature screening, or other service points that normally require personal interaction (e.g., plexiglass, cardboard, tables).
- Employ telehealth and telemedicine to the greatest extent possible.
- Limit the number of appointments to maintain social distancing and allow adequate time between appointments for cleaning.
- Employ specialized procedures for patients with high temperatures or respiratory symptoms (e.g., special entrances, having them wait in their car) to avoid exposing other patients in the waiting room.
- Deep clean examination rooms after patients with respiratory symptoms and clean rooms between all patients.
- Establish procedures for building disinfection in accordance with CDC guidance if it suspected that an employee or patient has COVID-19 or if there is a confirmed case.
In-Home Service Practices:

- Perform a daily health screening prior to going to the client’s home.
- Maintain accurate appointment record, including date and time of service, name of client, and contact information, to aid with contact tracing.
- Limit direct interaction with customers by using electronic means of communication whenever possible.
- Prior to entering the home, inquire with the customer whether anyone in the household has been diagnosed with COVID-19, is experiencing symptoms of COVID-19, or has had close contact with someone who has been diagnosed with COVID-19. If so, the in-home service must be rescheduled for a different time.
- Limit the number of employees inside a home to the minimum number necessary to perform the work in a timely fashion.
- Gloves should be worn when practical and disposed of in accordance with guidance from the CDC.
Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch 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/coronavirus]
Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.*

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.
ATTACHMENT C

REPORT OF UNSAFE WORK CONDITIONS
(PER EO 2020-114)

Date: ______________________

Employee: ____________________  Department: ____________________

Safety Complaint:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Submitted To: ______________________

Date Submitted: ______________________

For Administrative Use

Complaint Response/Safety Measures Taken:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Initials: __________  Date: __________